

AIRSUPPLY

Exercise book for users with answers



Exercise book for users with answers
November 2014

Introduction note

This exercise book is composed of 12 main exercise sections and 1 special process for certain suppliers regarding the following AirSupply training modules:

- Customer settings before using the training platform (Chapter 1),
- Master Data (Chapter 2),
- My Workspace (Chapter 3),
- Forecast (Chapter 4),
- Ordering (Chapter 5),
- Shipment (Chapter 6),
- Receiving (Chapter 7),
- Self Billing (Chapter 8),
- VMI (Chapter 9),
- Supplier to Supplier Shipment (3S) (Chapter 10),
- Concession (Chapter 11)
- OTD Collaboration (Chapter 12)

The scenarios of the exercises and the list of the questions are listed at the beginning of each module.

The answer texts are indicated as follows:

In the active filter section all...;

Results are different on Monday or Friday due to due dates in the week. Working with the training data will change the number of alerts in the 'Process / Alert Matrix'. The training data will be reset every Saturday.

The trainer will give to participants' one customer account and one supplier account e.g. 'trg-oocXXX-ab' and 'trg-plannerXXX-ab'.

XXX is a number between 002 and 200. The material number as well as the ordering officer code (OOC) includes the XXX number and is dedicated to the customer or supplier user with the same XXX number.

The material number is structured as follows:

Forecast:

Customer: CMN-XXX_FCY, where Y can be 1, 2, 4, 5, 6, 7

Supplier: SMN-XXX_FCZ, where Z can be 1, 2, 3, 4, 6, 7

Purchase Order:

Customer: PO-XXX_Y, where Y can be 1, 2, 3, 4, 5, 6, 7, 8 and material: CMN-XXX_PYY with YY from 01 to 28

Supplier: PO-XXX_Y, where Y can be 1, 2, 3, 5, 6, 7, 8 and material: SMN-XXX_PYY with YY from 01 to 28

VMI:

Customer and Supplier: CMN-XXX_VY / SMN-XXX_VY where Y can be 1, 2 or 3

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Note: A detailed index is available at the beginning of each chapter.

1 Customer settings before using the training platform

Customer users have to reduce in 'My Workspace Configuration' the active filter to the specific OOC data.

Please follow the explanation and steps below:

1. **Connect to AirSupply as a customer** by using the login/password which was provided by your trainer.
2. Go to the 'My Workspace' screen.
3. Enter to 'My Workspace Configuration'.

The screenshot shows the 'My Workspace Configuration' page with the following data tables:

Process / Alert Matrix	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0		0
Supplier to commit	0	120	400		520
Demand Delta	200	100	100		200
Purchase Orders					
Spares order to check	0	0	0	0	0
Collab. rejected by customer	0		0		0
Collab. rejected by supplier	0		0		0
Accepted by customer but penalised	0		0		0
Non collaborative change	0		0		0
Late despatch advice	0	0	0	0	0
No goods receipt	80	80	0	0	80
Comment on non-collaborative data updated	0		0		0
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0		0		0
Below Signal: Stock on Hand	0			0	0
Above Max: Stock on Hand	20		20		20
Stock out: Projected Stock	60	60			60
Below Min: Projected Stock	60	60			60
Above Max: Projected Stock	20		20		20
Despatch Advice					
Draft					0
Error					0
Claimed UE					0
Stock Information					
Self Billing Invoice					
Unread SBI (by supplier)	60		60		60
Material Master Data					
New material created	700				
Updated VMI parameters	0				

The interface also includes a 'PO Summary' table, a 'User Configuration' sidebar with an 'Active filter' dropdown set to 'Supplyon Default', and a 'Language' dropdown set to 'English'.

4. Select the 'Ordering Officer Name' drop-down box and tick the Ordering Officer Code XXX, where XXX is your assigned login number provided by your trainer.
5. Go to the 'Save configuration' drop-down box (top right of the screen) and write your new profile name OOCXXX.
6. Click 'Manage' and 'Create New' to save your display configuration.
7. Click 'Manage' and 'Set as/Reset to default' to use the new profile created as default one.
8. Go back to 'My Workspace'.

My SupplyOn > My Workspace > My Workspace Configuration Contact | Help for this page | Print

My Workspace Configuration **Inventory Projection Configuration**

Active filter

Customer Group: Supplier Group:
 Clear Selection [Clear Selection](#)

Customer Organisation: Supplier Organisation:
 Clear Selection [Clear Selection](#)

Cust. Site (Code): Supplier Site_City:
 Clear Selection [Clear Selection](#)

Ord. Off. Name (Code): Supplier Planner Code:
 Clear Selection [Add Ord. Officer](#) [Clear Selection](#)

Save configuration: OOC009 5 [Manage](#)

- 6 Create new
- Update
- Delete
- 7 Set as/reset to default

Display rows

Process / Alert Matrix

Forecast

- Customer to review
- Supplier to commit
- Demand Delta

Purchase Orders

- Spares order to check
- Collab. rejected by customer
- Collab. rejected by supplier
- Accepted by customer but penalised
- Non collaborative change
- Late despatch advice
- No goods receipt
- Comment on non-collaborative data updated

VMI

- Stock out: Stock on Hand
- Below Min: Stock on Hand
- Below Signal: Stock on Hand
- Above Max: Stock on Hand
- Stock out: Projected Stock
- Below Min: Projected Stock
- Above Max: Projected Stock

PO Summary

- NEW ORDER PUBLISHED
- SUPPLIER ACCEPTED WITH CHANGES
- OPEN
- SUPPLIER CHANGE ORDER REQUEST
- CUSTOMER CHANGE ORDER REQUEST
- CANCELLATION REQUEST
- CANCELLED
- PARTIALLY SHIPPED
- SHIPPED
- PARTIALLY RECEIVED
- RECEIVED
- Total

NCR Summary

- OPEN
- INCOMPLETE
- WORK IN PROGRESS (WIP)
- SUSPENDED PENDING SUPPLIER ACTION (SPSA)
- ACCEPTED PENDING CUSTOMER ACTION (APCA)
- USE AS IS
- REWORK
- REPAIR

8 [Back](#)

9. Set the active filter to the new profile 'OOCXXX'.

10. The data are now reduced to your OOC.

My SupplyOn > My Workspace Contact | Help for this page | Print

Judy Jillings / trg-oc009-so

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast									
Customer to review	0	0	0	0	0	NEW ORDER PUBLISHED	0	10	OOC009 9
Supplier to commit	0	6	20	0	26	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Demand Delta	10	5	5	0	20	OPEN	0	5	Inventory Projection Configuration
Purchase Orders									
Spares order to check	0	0	0	0	0	SUPPLIER CHANGE ORDER REQUEST	1	1	Summary
Collab. rejected by customer	0	0	0	0	0	CUSTOMER CHANGE ORDER REQUEST	0	1	Alert Overview
Collab. rejected by supplier	0	0	0	0	0	CANCELLATION REQUEST	0	1	Master Data
Accepted by customer but penalised	0	0	0	0	0	CANCELLED	0	0	Material Master Data
Non collaborative change	0	0	0	0	0	PARTIALLY SHIPPED	2	2	Customer Site Settings
Late despatch advice	0	0	0	0	0	SHIPPED	3	3	Language
No goods receipt	4	4	0	0	8	PARTIALLY RECEIVED	0	2	English
Comment on non-collaborative data updated	0	0	0	0	0	RECEIVED	0	4	
VMI									
Stock out: Stock on Hand	0	0	0	0	0	Total	6	29	
Below Min: Stock on Hand	0	0	0	0	0				
Below Signal: Stock on Hand	0	0	0	0	0				
Above Max: Stock on Hand	1	0	1	0	2				
Stock out: Projected Stock	3	3	0	0	6				
Below Min: Projected Stock	3	3	0	0	6				
Above Max: Projected Stock	1	0	1	0	2				
Despatch Advice									
Draft					0				
Error					0				
Claimed UE					0				

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2 Master Data

2.1 General Concepts

Q1. How is a company organization structured?

A company organization is structured in three levels:

- *The Corporate Group (CG), the highest level of the organization.*
- *The Legal Entity (LE), e.g. a national company for Airbus.*
- *The Control point (CP), e.g. a plant or a site.*

The organization structure is the same for the customer and supplier companies

Q2. What is a network link?

A network link is a communication channel where information is exchanged, between a customer site and a supplier site (i.e. in AirSupply customer and supplier control points).

Q3. Who can create the network link?

The administration and configuration of network links is done by a customer with an administrator role in AirSupply.

2.2 Master Data_Scenario 1: Create a Supplier Planner Code

This scenario is dedicated to the creation of the supplier planner code, manually, and with upload function.

- **Connect to AirSupply as a supplier** by using the login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on 'Material Master Data'.

The screenshot shows the SupplyOn web interface. At the top, there are navigation links for 'SupplyOn Services', 'Administration', and 'Log Out'. The user is logged in as 'trg-TRAINING@ 013-SupAirfoil 50 - Miller, Cindy'. The main content area is divided into three sections: 'Process / Alert Matrix', 'PO Summary', and 'User Configuration'. The 'Process / Alert Matrix' section contains several tables with columns for 'New', 'High', 'Med', 'Low', and 'Total'. The 'Material Master Data' link is highlighted with a red box. The 'PO Summary' section shows a table of purchase order statuses. The 'User Configuration' section includes a dropdown menu for 'Language' set to 'English'.

Process / Alert Matrix					
	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0		0
Supplier to commit	21	7	14		21
Demand Delta	9	4	5		9
Purchase Orders					
Spares order to check	2	2	0	0	2
Collab. rejected by customer	0		0	0	0
Collab. rejected by supplier	0		0	0	0
Accepted by customer but penalised	0		0	0	0
Non collaborative change	1		1		1
Late despatch advice	0	0	0	0	0
No goods receipt	3	0	3	0	3
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0	0			0
Below Signal: Stock on Hand	0			0	0
Above Max: Stock on Hand	1		1		1
Stock out: Projected Stock	3	3			3
Below Min: Projected Stock	3	3			3
Above Max: Projected Stock	1		1		1
Despatch Advice					
Draft					0
Error					0
Claimed UE					0
Stock Information					
Self Billing Invoice					
Unread SBI (by supplier)	3			3	3
Material Master Data					
New material created	30				
Updated VMI parameters	0				

My SupplyOn > My Workspace > Material Master Data [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) [Advanced Search](#)

[Add line](#) | [Delete line](#)
My search profiles [Manage...](#)

Material Master Data

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

Cust. Gr...	Cust. ...	ERP Pl...	Cust. Mat. No. ▲	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Materi...	Process Key	Ord. Off. Name	Ord. Off. Pho...	Supplier Planne...
trg-TRAI...	TRGC...	1110	CMN-013_FC1	TUBE TA5070 3X6 B; WASHER T...	SMN-013_FC1	TA5070 3X6 TU...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_FC2	Winglet Performance Version 5.5	CMN-013_FC2	Winglet Perfor...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_FC4	PITOT TUBE ASSY A670	SMN-013_FC4	Assy Pitot Tub...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGCL...	2100	CMN-013_FC5	PITOT TUBE ASSY EC-135	SMN-013_FC4	Assy Pitot Tub...	NON_VMI	Carmen Com...	+ 34 967 850...	
trg-TRAI...	TRGC...	1110	CMN-013_FC6	TUBE TA5070 3X6 B; WASHER T...	SMN-013_FC6	TA5070 3X6 TU...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_FC7	TUBE TA5070 3X6 B; WASHER T...	SMN-013_FC7	TA5070 3X6 TU...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P01	CABIN ATTENDANT SEAT Type A	SMN-013_P01	AIRB5S12#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P02	CABIN ATTENDANT SEAT Type B	SMN-013_P02	AIRB7S14#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P03	CABIN ATTENDANT SEAT Type C	SMN-013_P03	AIRB7S17#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P04	CABIN ATTENDANT SEAT Type D	SMN-013_P04	AIRB7S44#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P05	CABIN ATTENDANT SEAT Type E	SMN-013_P05	AIRB7S53#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P07	CABIN ATTENDANT SEAT Type G	SMN-013_P07	AIRB7S57#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P09	CABIN ATTENDANT SEAT Type J	SMN-013_P09	AIRB7S62#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P10	CABIN ATTENDANT SEAT Type K	SMN-013_P10	AIRB7S67#CA...	NON_VMI	Judy Jillings	+44 1179 69 ...	
trg-TRAI...	TRGC...	1110	CMN-013_P11	Brake Disc 32"	SMN-013_P11	Brake Disc Ass...	NON_VMI	J. Iuriv. J. Illinois	+44 1179 69 ...	

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

- In 'Material Master Data' screen, click on the empty drop-down box in the advanced search section.
- Select 'Supplier Material Number' as a search criterion in the drop-down box.
- Check that 'contains' is shown in the logical operator field next to 'Supplier Material Number'.
- Enter the Supplier Material Number 'SMN-XXX_FC1', where XXX is your assigned login number provided by your trainer, in the third search field and click on search.

My SupplyOn > My Workspace > Material Master Data [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) [Advanced Search](#)

[Add line](#) | [Delete line](#)
My search profiles [Manage...](#)

Material Master Data

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

Cust. Gr...	Cust. ...	ERP Pl...	Cust. Mat. No. ▲	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Materi...	Process Key	Ord. Off. Name	Ord. Off. Pho...	Supplier Planne...
trg-TRAI...	TRGC...	1110	CMN-013_FC1	TUBE TA5070 3X6 B; WASHER T...	SMN-013_FC1	TA5070 3X6 TU...	NON_VMI	Judy Jillings	+44 1179 69 ...	

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

- Select the material that you have searched for and click on the 'Details' button.

You should see the screen 'Material Details':

My SupplyOn > My Workspace > Material Master Data > Material Details [Contact](#) | [Help for this page](#) | [Print](#)

Material Master Data
Material Details CMN-013_FC1

Organisation Details

Customer Organisation:	TRGCUSTUK / trg-TRAINING@CUSTOMER UK	Supplier. Org.:	TRGAIRF013SO / trg-airfoilSO_013_Coventry 49
Cust. Site:	1110 / CUS1	Supp. No.:	L013 / 55820494
Ordering Officer Name:	Judy Jillings	Supplier Planner Code:	<input type="text"/>
Ordering Officer Code:	OOC-013		
Ordering Officer Phone:	+44 1179 69 3832		

Material Details

Customer Material Number:	CMN-013_FC1	Supplier Material Number:	SMN-013_FC1
Customer Material Description:	TUBE TA5070 3X6 B; WASHER TUBE B W/	Supplier Material Description:	TA5070 3X6 TUBE
Process Key:	NON_VMI	Supplier Material Number Proposal:	SMN-013_FC1
		Supplier Material Description Proposal:	TA5070 3X6 TUBE

Other Parameters

FlexibleField1 Customer:	<input type="text"/>	FlexibleField1 Supplier:	<input type="text"/>
FlexibleField2 Customer:	<input type="text"/>	FlexibleField2 Supplier:	<input type="text"/>
Comment:	<input type="text"/>		

- Go into the 'Organisation Details' section for the 'Supplier Planner Code' and enter the name: TR_001_SUPCOD.
- Click on the 'Save' button to save your changes.

My SupplyOn > My Workspace > Material Master Data > Material Details [Contact](#) | [Help for this page](#) | [Print](#)

Material Master Data
Material Details CMN-013_FC1

Organisation Details

Customer Organisation:	TRGCUSTUK / trg-TRAINING@CUSTOMER UK	Supplier. Org.:	TRGAIRF013SO / trg-airfoilSO_013_Coventry 49
Cust. Site:	1110 / CUS1	Supp. No.:	L013 / 55820494
Ordering Officer Name:	Judy Jillings	Supplier Planner Code:	<input type="text" value="TR_001_SUPCOD"/>
Ordering Officer Code:	OOC-013		
Ordering Officer Phone:	+44 1179 69 3832		

Material Details

Customer Material Number:	CMN-013_FC1	Supplier Material Number:	SMN-013_FC1
Customer Material Description:	TUBE TA5070 3X6 B; WASHER TUBE B W/	Supplier Material Description:	TA5070 3X6 TUBE
Process Key:	NON_VMI	Supplier Material Number Proposal:	SMN-013_FC1
		Supplier Material Description Proposal:	TA5070 3X6 TUBE

Other Parameters

FlexibleField1 Customer:	<input type="text"/>	FlexibleField1 Supplier:	<input type="text"/>
FlexibleField2 Customer:	<input type="text"/>	FlexibleField2 Supplier:	<input type="text"/>
Comment:	<input type="text"/>		

- Check that a validation message appears at the top of the screen.

i Your changes were successfully saved.

You have defined a Supplier Planner Code.

You can also define a Supplier Planner Code by using the download / upload function:

- Go back to the 'Material Master Data' screen.
- Select the same Supplier Material Number 'SMN-XXX_FC1'.
- Click on 'Download' and click on 'Material Data Update (XLS)'.

Material Master Data

Active filter: *Supplyon Default*

Supplier Material Numb equal to SMN-013_FC1

Material Master Data

Cust. Gr...	Cust. ...	ERP Pl...	Cust. Mat. No. ↓	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Materi...	Process Key	Ord. Off. Name	Ord. Off. Pho...	Supplier Planne...	
✓	trg-TRAI...	TRGC...	1110	CMN-013_FC1	TUBE TA5070 3X6 B; WASHER T...	SMN-013_FC1	TA5070 3X6 TU...	NON_VMI	Judy Jillings	+44 1179 69 ...	TR_001_SUPCOD

Download | Upload XLS | Details | history | 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

- Save the XLS file on your desktop by clicking on 'Save to' button.
- Open the downloaded XLS file.

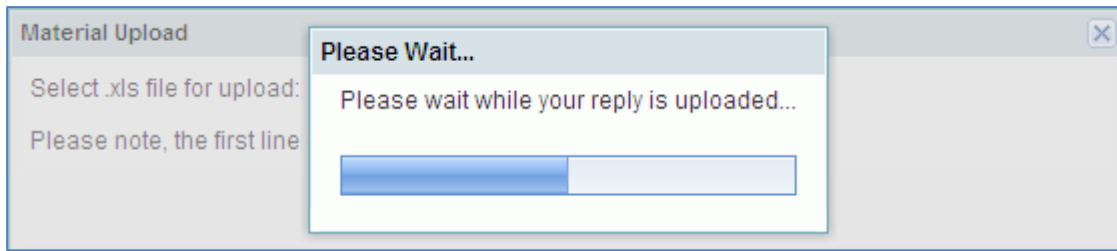
You should see the following screen:

	A	T	U	V	W	X	Y	Z	AA	AB
1	#13	#19	#21	#22	#23	#24	#25	#26	#27	#28
2	Customer Material Number	Ordering Officer phone	Buyer Flex. Field 1	Buyer Flex. Field 2	Seller Flex. Field 1	Seller Flex. Field 2	Comme nt	Unit of measure	Min. Stock Quantity	Signal Stock Quantity
3	CMN-013_FC1	+44 1179 69 3832								
4										

- Change the Supplier Planner Code: TR_002_SUPCOD.

	A	B	C	D	E	F	G
1	#13	k#1	#14	#15	#16	#20	#2
2	Customer Material Number	Internal Material ID	Customer Material Description	Supplier Material Number	Supplier Material Description	Supplier Planner Code	Customer Group Name
3	CMN-013_FC1	1715588	TUBE TA5070 3X6 B; WASHER TUBE B W/	SMN-013_FC1	TA5070 3X6 TUBE	TR_002_SUPCOD	trg-TRAINING@CUSTOMER
4							

- Save the file and return to the AirSupply screen.
- Select the line and click on 'Upload XLS' in the lower navigation menu.
- Select the file from the desktop and click on 'Upload'.



- Check that the Supplier Planner Code has been changed.

You have now created a Supplier Planner Code, manually, and with upload function.

2.3 Master Data_Scenario 2: Modify the Supplier Material Number

This scenario is dedicated to the modification of the Supplier Material Number.

- **Connect to AirSupply as a supplier** (by using the login/password which was provided by your trainer).
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on 'Material Master Data'.
- Click on the empty drop-down box in the advanced search section.
- Select 'Supplier Material Number' as search criterion in the drop-down box.
- Check that 'contains' is shown in the logical operator field next to 'Supplier Material Number'.
- Enter the Supplier Material Number 'CMN' in the third search field next to 'contains' and click on 'Search' button.
- Select the material that you have searched for and click on the 'Details' button in the lower section.

You should see the following 'Material Details' screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Material Master Data > Material Details [Contact](#) | [Help for this page](#) | [Print](#)

Material Master Data

Material Details CMN-171_FC2


Organisation Details			
Customer Organisation:	TRGAIRBUK / trg-TRAINING@ AIRBUS UK	Supplier. Org.:	TRGAIRF171AB / trg-airfoilAB_171_Coventry
Cust. Site:	1110 / AIR1	Supp. No.:	L171 / 55820494
Ordering Officer Name:	Judy Jillings	Supplier Planner Code:	<input type="text"/>
Ordering Officer Code:	OOC-171		
Ordering Officer Phone:	+44 1179 69 3832		

Material Details			
Customer Material Number:	CMN-171_FC2	Supplier Material Number:	<input type="text" value="CMN-171_FC2"/>
Customer Material Description:	Winglet Performance Version 5.5	Supplier Material Description:	<input type="text" value="Winglet Performance Version 5.5"/>
Process Key:	NON_VMI	Supplier Material Number Proposal:	CMN-171_FC2
		Supplier Material Description Proposal:	Winglet Performance Version 5.5

Other Parameters			
FlexibleField1 Customer:		FlexibleField1 Supplier:	<input type="text"/>
FlexibleField2 Customer:		FlexibleField2 Supplier:	<input type="text"/>
Comment:	<input type="text"/>		

- Go into the 'Material Details' section for the 'Supplier Material Number'.
- Change the Supplier Material Number (e.g. SMN-XXX_FC2, where XXX is your assigned login number provided by your trainer).
- Click on the 'Save' button.

- Check that a validation message appears at the top of the screen.

 Your changes were successfully saved.

You have now changed a Supplier Material Number.

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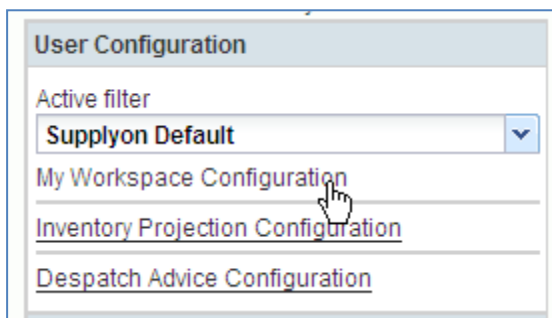
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3 My Workspace

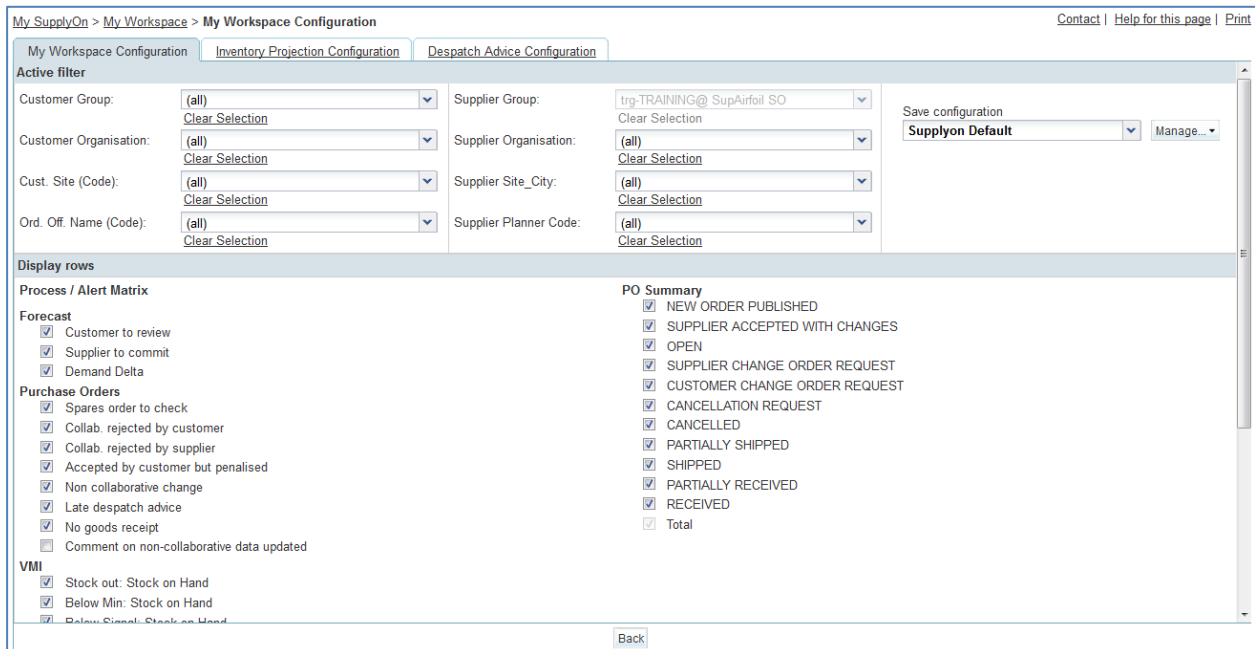
3.1 My Workspace_Scenario 1: Create an active filter (for supplier and customer)

This scenario is dedicated to the creation of an active filter and the consequences for the display of the information.

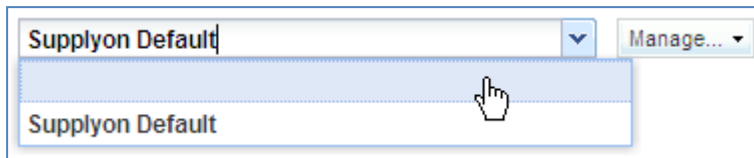
- **Connect to AirSupply as a customer or as a supplier** by using the login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Click on 'My Workspace Configuration' in the user configuration section.



You should see the 'My Workspace Configuration' screen:



- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the heading without a name in the drop-down box and click it.



Q1. What is the consequence regarding the display rows section?

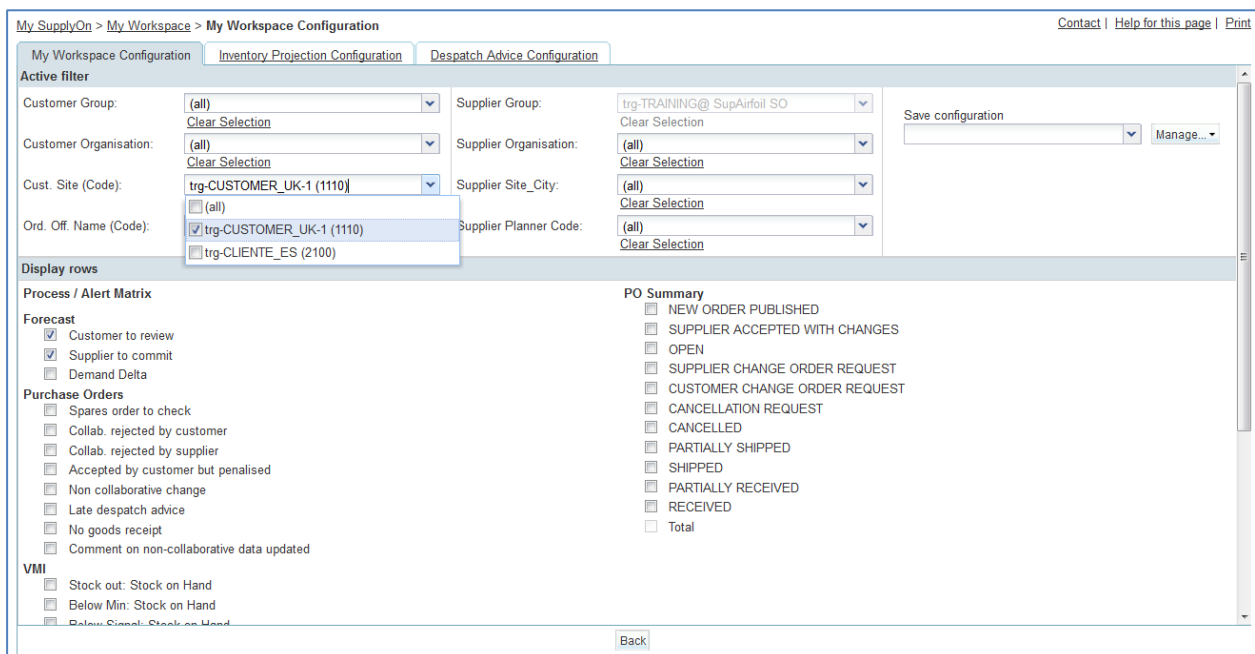
If all display rows are unticked, everything will be filtered, we will not see any of the exceptions and PO status in My Workspace screen.

- Now tick the 2 boxes concerning Forecast alerts: 'Customer to review' box / 'Supplier to commit' box.
- In the active filter section at the top of the screen, you can see several active filter criteria.

Q2. How many active filter criteria are there?

There are 8 active filter criteria in the active filter section

- Now, select the 'Customer site' drop-down box and tick an item in the list (for example) trg-CUSTOMER_UK-1.



- In the 'Save configuration' drop-down box, define your active filter name (for example: FC-UK).
- Click 'Manage' and 'Create New' to save your display configuration.
- Check that you can see the message: 'Profile created'.
- Go back to the 'My Workspace' screen.

- Go to the 'Active filter' top right of the screen.
- Open the drop-down menu to the right of the line.
- Select the active filter name that you have created in the drop-down box and click it.

Q3. What is the consequence for the data displayed in the 'My Workspace' screen?

Only Forecast alerts are displayed for one customer site

My SupplyOn > My Workspace [Contact](#) | [Help for this page](#) | [Print](#)
Cindy Miller / trg-planner013-so

Process / Alert Matrix					PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total
Forecast ▾								
Customer to review	0	0	0		0			
Supplier to commit	20	6	14		20		19	24
Purchase Orders								
VMI								
Despatch Advice ▾								
Stock Information ▾								
Self Billing Invoice ▾								
Material Master Data								

Active filter
 FC-UK ▾

[My Workspace Configuration](#)

[Inventory Projection Configuration](#)

[Despatch Advice Configuration](#)

Summary

[Alert Overview](#)

Master Data

[Material Master Data](#)

[Desp. Adv. Settings](#)

[Supplier Organisation Settings](#)

Language

English ▾

- Select the 'Supplyon Default' active filter again by using the drop-down box.

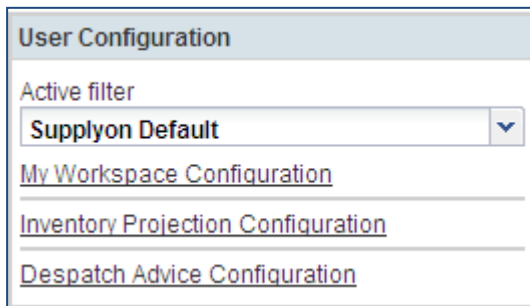
Q4. What is the consequence for the data displayed in the 'My Workspace' screen?

All alert lines are now displayed and alert counts are increased.

You have now created an active filter and you have seen the impact on the display of the information.

3.2 My Workspace_Scenario 2: Define a Search profile (for supplier and customer)

- **Connect to AirSupply as a supplier** (the process is similar if you connect as a customer).
- Go to 'My Workspace' screen.
- Set the 'OOCXXX' for customer and 'SupplyOn default' for supplier as active filter.



- Click 'Alert Overview' in the 'Summary section'.

You should see the 'Alert Overview' screen, including the 'Active Filter: Supplier Default' fields:

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.	Spares	PO Status
Late despatch advice	High	trg-TRAIN...	TR...	1110	PO-171_5	010	CMN-171_FC1	TUBE TA5070 3X6 B. WA.	SMN-171_FC1	TA5070 3X6 TUBE	CALLUP	-	-	NEW ORDER PUBLISH...
New SUPPLIER CHANG...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	040	CMN-171_P04	CABIN ATTENDANT SEA...	SMN-171_P04	AIRB7S44#CABIN ...	OTHER	-	-	SUPPLIER CHANGE OR...
New PARTIALLY SHIPP...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	020	CMN-171_P02	CABIN ATTENDANT SEA...	SMN-171_P02	AIRB7S14#CABIN ...	OTHER	-	-	PARTIALLY SHIPPED
New RECEIVED	Medium	trg-TRAIN...	TR...	1110	PO-171_1	010	CMN-171_P01	CABIN ATTENDANT SEA...	SMN-171_P01	AIRB5S12#CABIN ...	OTHER	-	-	RECEIVED
New CANCELLATION R...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	100	CMN-171_P10	CABIN ATTENDANT SEA...	SMN-171_P10	AIRB7S87#CABIN ...	OTHER	-	-	CANCELLATION REQU...
New CUSTOMER CHAN...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	090	CMN-171_P09	CABIN ATTENDANT SEA...	SMN-171_P09	AIRB7S62#CABIN ...	OTHER	-	-	CUSTOMER CHANGE O...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	050	CMN-171_P05	CABIN ATTENDANT SEA...	SMN-171_P05	AIRB7S53#CABIN ...	OTHER	-	-	NEW ORDER PUBLISH...
New PARTIALLY RECEL...	Medium	trg-TRAIN...	TR...	1110	PO-171_1	030	CMN-171_P03	CABIN ATTENDANT SEA...	SMN-171_P03	AIRB7S17#CABIN ...	OTHER	-	-	PARTIALLY RECEIVED
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_3	030	CMN-171_P15	STIFFENER-LATERAL	SMN-171_P15	RIGIDI. LAT. COST...	OTHER	-	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_3	020	CMN-171_P14	STIFFENER-VERTICAL	SMN-171_P14	RIGIDI. VERT. CO...	OTHER	-	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_3	010	CMN-171_P13	VERT. COST.15 DEL	SMN-171_P13	KIT DE COMPOS...	OTHER	-	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_5	030	CMN-171_FC4	PITOT TUBE ASSY A670	SMN-171_FC4	Assy Pitot Tube Ty...	CALLUP	-	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_5	020	CMN-171_FC2	Winglet Performance Ver...	CMN-171_FC2	Winglet Performan...	CALLUP	-	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_5	010	CMN-171_FC1	TUBE TA5070 3X6 B. WA.	SMN-171_FC1	TA5070 3X6 TUBE	CALLUP	-	-	NEW ORDER PUBLISH...
Spares order to check	High	trg-TRAIN...	TR...	1110	PO-171_2	020	CMN-171_P12	Brake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	SPARES AOG	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_2	020	CMN-171_P12	Brake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	SPARES AOG	-	NEW ORDER PUBLISH...
Spares order to check	High	trg-TRAIN...	TR...	1110	PO-171_2	010	CMN-171_P11	Brake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	SPARES AOG	-	NEW ORDER PUBLISH...
New NEW ORDER PUB...	Medium	trg-TRAIN...	TR...	1110	PO-171_2	010	CMN-171_P11	Brake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	SPARES AOG	-	NEW ORDER PUBLISH...

You can see all active PO alerts in the 'PO alerts' tab and the other active alerts in their respective tabs.

- Now, go to the top of the screen to the 'Advanced Search' section and click 'Add line'.
- Select 'Priority' in the drop-down box of the new line.

In the drop-down box, the logical operator 'Equal to' is chosen automatically, as this is the only choice.

- In the list of offered priorities select 'High'.
- Click on 'Search'.

Once you have defined your search criteria you can save it as a search profile.

- Go to the top right of the screen and identify 'Supplyon Def. Search'.
- Click on the text field that contains 'Supplyon Def. Search'.
- In the 'My search profiles' drop-down box: type your active search profile name, e.g. 'Alerts_Priority=High'.

- Click 'Manage' and 'Create New' to save your search profile.

You should see the following screen:

The screenshot shows the 'Alert Overview' page in the SupplyOn system. At the top, there are navigation links for 'Contact', 'Help for this page', and 'Print'. Below this, the active filter is set to 'Supplyon Default'. There are search options for 'Quick Search' and 'Advanced Search'. A search filter section includes dropdowns for 'Inactive since', 'Priority', and 'Add line | Delete line'. A 'My search profiles' section shows a profile named 'Alerts_Priority=High' with an 'E-Mail notification' option. Below the search filters, there are tabs for different alert types: 'PO Alerts (3)', 'Forecast Alerts (2)', 'VMI Alerts (3)', 'SBI Alerts (0)', and 'MD Alerts (0)'. The main content area displays a table of alerts under the 'SupplyOn Def. View' tab. The table has columns for '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...', 'Spares ...', and 'PO Status'. Three rows of alerts are visible, all with a 'High' priority and 'NEW ORDER PUBLISH...' status.

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...	Spares ...	PO Status
Late despatch advice	High	trg-TRAIN...	TR...	1110	PO-171_5	010	1	CMN-171_FC1	TUBE TA5070 3X6 B. WA.	SMN-171_FC1	TA5070 3X6 TUBE	CALLUP	-		NEW ORDER PUBLISH...
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	AOG	NEW ORDER PUBLISH...
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	AOG	NEW ORDER PUBLISH...

Q5. An information should be displayed to confirm the creation. What is this message?

Profile created.

You have now created a Search profile.

3.3 My Workspace_Scenario 3: Create an E-mail Notification (for supplier and customer)

This scenario is dedicated to an e-mail notification: you will configure an e-mail notification in order to be informed by mail of new alerts.

- Remember, in the scenario 2, you have created the search profile 'Alerts_Priority=High'.

You can see a list of alerts in the alert overview screen:

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.	Spares	PO Status
Late despatch advice	High	trg-TRAIN...	TR...	1110	PO-171_5	010	1	CMN-171_FC1	TUBE TA5070 3X6 B. WA...	SMN-171_FC1	TA5070 3X6 TUBE	CALLUP	-		NEW ORDER PUBLISH...
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	AOG	NEW ORDER PUBLISH...
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	AOG	NEW ORDER PUBLISH...

- In the 'My search profiles' drop-down box, check that your search profile is selected (Alerts_Priority=High).
- Go to the top right and click 'E-mail Notification'.

You should see the 'E-mail Notification' screen:

- Tick the first box named 'Active', to activate the e-mail notification.
- Define the days which you would like to receive the notification: Select only Monday.
- Click the radio box for 'Selected day(s) at' and enter '12:00' as the time.
- Click the 'Save' button.

You have now configured the e-mail notification.

With this one you will receive an e-mail for each alert in priority = High, at 12.00 every Monday. You can create several e-mail notifications if you create several search profiles.

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4 Forecast

4.1 General concepts

Q1. Where does the initial customer demand come from?

The initial customer demand is created in the customer ERP system through the calculated Forecast (e.g. MRP).

Q2. What does critical material mean? What is the consequence for the supplier to collaborate on a critical material?

All MSN materials are considered critical. Exceptions raised on these materials are assigned with High criticality level in AirSupply.

4.2 Horizons

Q3. What are the 3 types of horizons in the Forecast process?

The 3 types of horizons are: Firm, Flexible and Provisional

Q4. What is the standard bucket size for each of them?

Firm horizon: one day per default, but can also be several days

Flexible horizon: one week

Provisional horizon: one month

Note: The collaboration on firm horizon has to be performed on Call-Up PO's if necessary.

Q5. In which horizon is the supplier collaboration mandatory?

Flexible horizon. The forecast collaboration is mandatory within this horizon for standard and mid term forecasts.

Q6. In which horizon is the collaboration impossible?

Firm horizon but in this case collaboration can be performed on PO Call Up if necessary.

4.3 Forecast exceptions (forecast collaboration process)

Q7. Indicate in each table if an exception should be raised. If so, indicate the exception type (STC for Supplier to Commit exception or CTR for Customer to Review exception).

Collaboration on Non critical material	Week 1 (flexible horizon)
Demand	12
Supplier commitment	0 (no commitment)
Supplier exceptions	STC
Commit tuning	12
Customer exceptions	

STC exception is raised because the supplier has not yet committed.

Collaboration on Non critical material	Week 1 (flexible horizon)
Demand	12
Supplier commitment	12
Supplier exceptions	
Commit tuning	12
Customer exceptions	

No exception is raised because the supplier and the customer agree on the quantity.

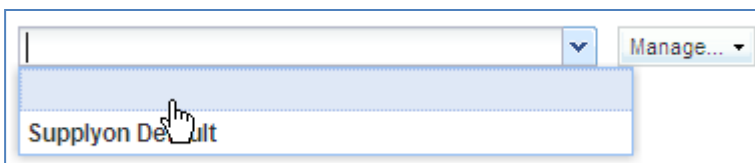
4.4 Forecast_Scenario 1: How to access Forecast information and configure a view (for supplier and customer)

This scenario is dedicated to the creation and configuration of an active filter in order to have only access to Forecast information. Furthermore, it is explained how to access Forecast alerts and the Forecast Summary and how to configure a search profile for Forecast Summary.

- **Connect to AirSupply as a supplier** (the process is similar if you connect as a customer).
- Go to 'My Workspace'.
- Click on 'My Workspace Configuration' in the 'User Configuration' section.

You should see the 'My Workspace Configuration' screen:

- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the option without name in the drop-down box and click on it.



- Now tick the 3 boxes under Forecast alerts in the display rows: 'Customer to review' / 'Supplier to commit' / 'Demand Delta'.
- For customer user only, activate your Ordering Officer Code in 'Ord. Off. Name' filter.

- In the 'Save configuration' drop-down box, define your active filter name (e.g. 'Forecast alerts').
- Click 'Manage' and 'Create New' to save your display configuration.
- Check that you can see the message 'Profile created'.

You should see the following screen:

- Go back to 'My Workspace' by clicking on the 'Back' button.
- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the active filter name you have created (e.g. Forecast alerts) and click on it.
- Click on alert overview in the 'Summary' section at the right-hand side of the screen.
- Click on the second tab named 'Forecast alerts'.

You will notice the Forecast alert monitor which includes all Forecast alerts.

- At the top of the screen in the navigation 'My SupplyOn > My Workspace > Alert Overview'; and click on 'My Workspace' to return to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.

The screenshot shows the 'My SupplyOn > My Workspace' interface. The 'Process / Alert Matrix' section is highlighted with a red box. It contains a table with columns for 'New', 'High', 'Med', 'Low', and 'Total'. The rows are 'Customer to review', 'Supplier to commit', and 'Demand Delta'. The 'Supplier to commit' row shows values 29, 6, 23, and 29. The 'Demand Delta' row shows values 11, 5, 6, and 11. Other sections visible include 'Purchase Orders', 'VMI', 'Despatch Advice', 'Stock Information', 'Self Billing Invoice', and 'Material Master Data'. On the right, there is a 'PO Summary' table and a 'User Configuration' sidebar with various settings like 'Active filter', 'Forecast alerts', and 'Language'.

You should see the 'Forecast alert' section screen:

Process / Alert Matrix					
	New	High	Med	Low	Total
Forecast ▾					
Customer to review	0	0	0		0
Supplier to commit	29	6	23		29
Demand Delta	11	5	6		11

- Click on the 'Supplier to commit' alert counter corresponding to the 'High' criticality column.

You should see the following 'Alert Overview' screen displaying the active forecast alerts 'Supplier to Commit' with High priority. In the 'Process/Alert matrix' section, only the alerts not ignored are taken into account in the counters.

Therefore you have here a filter on alerts which are 'Not ignored':

My SupplyOn > My Workspace > Alert Overview Contact | Help for this page | Print

Active filter: Forecast alerts Hide Search Area

Quick Search | Advanced Search

FC:Forecast alert type equal to Supplier to commit Delete line
 Ignore Supplier equal to Not ignored Delete line
 Inactive since equal to Delete line
 Priority equal to High Add line | Delete line

Search | Reset

My search profiles
 E-Mail notification

PO Alerts (5) Forecast Alerts (6) VMI Alerts (6) SBI Alerts (0) MD Alerts (0)

SupplyOn Def. View Reset all Filters

Forecast alert type	Priority	Cust. Group	Cus...	ER...	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	Ord. Off. Name	Ord. Off. Phone	Supplier Pl...	Alert...	Ign.C.	Ign
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131119	CMN-009_FC2	Winglet Performa...	CMN-009_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832		10.10...		
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131112	CMN-009_FC2	Winglet Performa...	CMN-009_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832		10.10...		
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131022	CMN-009_FC2	Winglet Performa...	CMN-009_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832		10.10...		
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131112	CMN-009_FC7	TUBE TA5070 3X...	SMN-009_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		10.10...		
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131029	CMN-009_FC7	TUBE TA5070 3X...	SMN-009_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		10.10...		
Supplier to commit	High	trg-TRAINI...	TR...	1110	FLEX20131022	CMN-009_FC7	TUBE TA5070 3X...	SMN-009_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		10.10...		

Back | Set Ignore | Set Read | Download | Show FC Collab. View | Send E-Mail

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

- Now, in the menu 'My SupplyOn > My Workspace > Alert Overview', click on 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- Click in the displayed menu on the 'Forecast Summary' link.

You should see the following 'Forecast Summary' screen (supplier):

My SupplyOn > My Workspace > Forecast Contact | Help for this page | Print

Active filter: Forecast alerts Hide Search Area

Quick Search | Advanced Search

Search | Reset

Forecast Summary | Forecast Data Reset all Filters

SupplyOn Def. View Manage...

Cust. Group	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Ma...	Supplier Material Desc...	FC Grouping Key De...	Ord. Off. Name	Ord. Off. Phone	Log. Fam. (LF)	Log. Tol. (LT)	Criti...	U...	Purchasing...	Supplier
trg-TRAINING@ C...	CMN-009_FC7	TUBE TA5070 3X...	SMN-009...	TA5070 3X6 TUBE	Desc: QOC-009#PC...	Judy Jillings	+44 1179 69 3832	LFA	LT1	Yes	P...		
trg-TRAINING@ C...	CMN-009_FC6	TUBE TA5070 3X...	SMN-009...	TA5070 3X6 TUBE	Desc: QOC-009#PC...	Judy Jillings	+44 1179 69 3832	LFA	LT1	No	P...		
trg-TRAINING@ C...	CMN-009_FC2	Winglet Performa...	CMN-009...	Winglet Performance ...	Desc: QOC-009#PC...	Judy Jillings	+44 1179 69 3832	LFB	LT2	Yes	P...		
trg-TRAINING@ C...	CMN-009_FC4	PITOT TUBE ASS...	SMN-009...	Assy Pitot Tube Type 5	Desc: QOC-009#PC...	Judy Jillings	+44 1179 69 3832	LFC	LT3	No	P...		
trg-TRAINING@ C...	CMN-009_FC1	TUBE TA5070 3X...	SMN-009...	TA5070 3X6 TUBE	Desc: QOC-009#PC...	Judy Jillings	+44 1179 69 3832	LFA	LT1	No	P...		
trg-TRAINING@ C...	CMN-009_FC5	PITOT TUBE ASS...	SMN-009...	Assy Pitot Tube Type 5	Desc: QOC-EC#PCE...	Carmen Comida	+34 967 850 500	EC	EC1	No	P...		

Back | Upload | Download | Send E-Mail | Collab View | Forecast Data | Download Prev. Demand

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

- Click on the empty drop-down box in the 'Advanced Search' section.

- Select 'Criticality' as the search criteria in the drop-down box.
- Select 'YES' as the search criteria in the third drop-down box and click on the 'Search' button.
- Go to 'My search profiles'.
- In the 'My search profiles' drop-down box: enter your critical Forecasts search name (for example: FC_critical).
- Click on 'Manage' and 'Create new' to save your search profile.
- Check that you can see the message 'Profile created'.

You have created an active filter that only contains Forecast data and a search profile for the Forecast process with only the forecasts relating to critical materials.

4.5 Forecast_Scenario 2: Supplier commitment for non-critical material (for supplier)

This scenario shows how a supplier can commit for a non-critical part in the Collaboration View by using the Forecast Alerts monitor. The completion of this scenario is a prerequisite for the scenario 3.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- Click on the number of 'Supplier to commit' alerts which are 'New'.
- Then go to the top of the 'Alert Overview' screen to the 'Advanced Search' section and click on 'Add line'.
- Select 'Supplier Material Number' in the drop-down box of the new line.
- Select 'contains' in the second drop-down box and in the third drop-down box enter 'SMN-XXX_FC1', where XXX is your assigned login number provided by your trainer, and click on the 'Search' button.

The screenshot shows the 'Alert Overview' page in SupplyOn. The active filter is 'Supplier to commit'. The search criteria are: FC:Forecast alert type equal to Supplier to commit, Ignore Supplier equal to Not ignored, Inactive since equal to (empty), New/Read Supplier equal to New, and Supplier Material Number contains SMN-013_FC1. The search results table is as follows:

Forecast alert type	Priority	Cust. Group	Cus...	ER...	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material...	Ord. Off. Name	Ord. Off. Phone
Supplier to commit	Medium	trg-TRAINI...	TR...	1110	FLEX20140422	CMN-013_FC1	TUBE TA5070 3X...	SMN-013_FC1	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832
Supplier to commit	Medium	trg-TRAINI...	TR...	1110	FLEX20140415	CMN-013_FC1	TUBE TA5070 3X...	SMN-013_FC1	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832
Supplier to commit	Medium	trg-TRAINI...	TR...	1110	FLEX20140408	CMN-013_FC1	TUBE TA5070 3X...	SMN-013_FC1	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832
Supplier to commit	Medium	trg-TRAINI...	TR...	1110	FLEX20140401	CMN-013_FC1	TUBE TA5070 3X...	SMN-013_FC1	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832
Supplier to commit	Medium	trg-TRAINI...	TR...	1110	FLEX20140318	CMN-013_FC1	TUBE TA5070 3X...	SMN-013_FC1	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832

- Tick the box of the first displayed line and click on the 'Show FC Collab. View' button in the lower navigation section to display the 'Collaboration View'. The Forecast gets the status 'Read'.

You should see the 'Collaboration View' screen displaying 5 Supplier to commit exceptions with 'Medium' priority:

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview: trg-airfoilISO_013_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1

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				
	17.03.2014	18.03.2014	25.03.2014	01.04.2014	08.04.2014	15.04.2014	22.04.2014	29.04.2014	27.05.2014	24.06.2014	29.07.2014	26.08.2014
Demand		200	100	200	105	175	100	350	150	200	200	150
Supplier Commitment		150	100	150	150	150	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
Customer Exceptions												
Cumulated Deviation		-50	-50	-100	-55	-80	-180	-530	-680	-880	-1 080	-1 230
Previous data												
Demand		150	100	200	100	150	100	350	150	200	200	150
Supplier Commitment		150	100	150	150	150	0	0	0	0	0	0
Commit tuning		150	100	200	100	150	100	350	150	200	200	150
Cumulated Deviation		0	0	-50	0	0	-100	-450	-600	-800	-1 000	-1 150
Demand Delta												
N/N-1 Delta		50	0	0	5	25	0	0	0	0	0	0
Cumulated Delta		50	50	50	55	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	4,0
Critical Identifier Delta		Yes	No	No	Yes	Yes	No	No	No	No	No	No
Delta exception		Medium				Medium						
Commit Tuning Delta												
N/N-1 Delta		50	0	0	0	25	0	0	0	0	0	0
Cumulated Delta		50	50	50	50	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	4,0
Critical Identifier Delta												

Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

- Enter the same quantity as in 'Commit tuning' into the 'Supplier commitment' field for the first four buckets highlighted in yellow. Enter half the quantity of 'Commit tuning' in the fifth bucket highlighted in yellow.

Q8. What will happen for the five buckets in which you have committed?

As you committed in the first four buckets in yellow with the full demand, the four Supplier to Commit (STC) alerts will disappear.

In the fifth bucket in yellow, you committed outside the tolerance. This will result in a Customer to Review (CTR) alert. Your Supplier to Commit (STC) alert will disappear.

- Click on 'Save and Commit' in the lower section.
- Check if you see the message: 'Update of Supplier Commitment was successful' in the top left of the screen.

You have committed on a non-critical material.

4.6 Forecast_Scenario 3: Customer commitment after change of supplier (for customer)

This scenario shows how a customer can commit on a material after the supplier proposed changes to a Forecast. This scenario follows the scenario 2 Supplier commitment on non-critical material. You have to complete the scenario 2 before this one.

- **Connect to AirSupply as a customer** with the Login/ Password provided by your trainer.
- Go to 'My Workspace'. The active filter has to be set to 'OOCXXX', where XXX is your assigned login number provided by your trainer.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- Click on the number of 'Customer to review' alerts which are 'New'.

The screenshot shows the 'Alert Overview' page in SupplyOn. The active filter is 'OOC13'. The interface includes search filters for 'FC:Forecast alert type', 'Ignore Customer', 'Inactive since', and 'New/Read Customer'. Below the filters, there are tabs for different alert types: PO Alerts (6), Forecast Alerts (1), VMI Alerts (5), SBI Alerts (3), MD Alerts (35), and NCR Alerts (0). The 'Forecast Alerts (1)' tab is selected, showing a table with one entry: 'Customer to review' with a priority of 'Medium'. The table columns include Forecast alert type, Priority, Supplier Site_City, Supp.Loc.No., Cus..., ER..., Bucket, Cust. Mat. No., Cust. Mat. Desc., Supp. Mat. No., Supplier Material..., and Ord. Off. Code. At the bottom, there are navigation buttons like 'Back', 'Set Ignore', 'Set Read', 'Download', 'Show FC Collab. View', and 'Send E-Mail'. The page shows 1 entry, 50 entries per page, and is on page 1 of 1.

- Tick the box of the first displayed line and click on the 'Show FC Collab. View' button in the lower navigation section to display the 'Collaboration View'.

You should see the 'Collaboration View' screen which displays the overview of 2 forecast sets:

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1 trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1

Forecast on material number CMN-013_FC1

	Firm Horizon	Flexible Horizon						Provisional Horizon			
	17.03.2014	18.03.2014	25.03.2014	01.04.2014	08.04.2014	15.04.2014	22.04.2014	29.04.2014	27.05.2014	24.06.2014	29.07.2014
Demand		500	300	600	305	475	300	1 050	450	600	
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...		200	100	200	105	175	100	350	150	200	
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...		300	200	400	200	300	200	700	300	400	
Supplier Commitment		500	300	600	300	475	250	700	0	0	
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...		200	100	200	100	175	50	0	0	0	
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...		300	200	400	200	300	200	700	0	0	
Supplier Exceptions											
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...											
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...											
Commit tuning		500	300	600	300	475	300	1 050	450	600	
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...		200	100	200	100	175	100	350	150	200	
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...		300	200	400	200	300	200	700	300	400	
Customer Exceptions											
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...							Medium				
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...											
Cumulated Deviation		0	0	0	-5	-5	-55	-405	-855	-1 455	
trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-01...		0	0	0	-5	-5	-55	-405	-555	-755	
trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-0...		0	0	0	0	0	0	0	-300	-700	
Previous data											
Demand		150	100	200	100	150	100	350	150	200	150

Back Download Send E-Mail

- Select the first one.

My SupplyOn > My Workspace > Forecast > Collaboration View

Overview trq-airfoilAB_013_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1 trq-SupMechAB_3_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1

Forecast on material number CMN-013_FC1

You should see the collaboration View screen of the forecast set selected. There is one 'Medium' customer exception:

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview trq-airfoilSO_013_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1 trq-SupMechSO_3_CMN-013_FC1_Desc: OOC-013#PCE#LFA#LT1

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				
	17.03.2014	18.03.2014	25.03.2014	01.04.2014	08.04.2014	15.04.2014	22.04.2014	29.04.2014	27.05.2014	24.06.2014	29.07.2014	26.08.2014
Demand	200	100	200	105	175	100	350	150	200	200	150	
Supplier Commitment	200	100	200	100	175	50	0	0	0	0	0	
Supplier Exceptions												
Commit tuning	200	100	200	100	175	100	350	150	200	200	150	
Customer Exceptions							Medium					
Cumulated Deviation	0	0	0	-5	-5	-55	-405	-555	-755	-955	-1 100	
Previous data												
Demand	150	100	200	100	150	100	350	150	200	200	150	
Supplier Commitment	150	100	150	150	150	0	0	0	0	0	0	
Commit tuning	150	100	200	100	150	100	350	150	200	200	150	
Cumulated Deviation	0	0	-50	0	0	-100	-450	-600	-800	-1 000	-1 150	
Demand Delta												
N/N-1 Delta	50	0	0	5	25	0	0	0	0	0	0	
Cumulated Delta	50	50	50	55	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	4,4	
Critical Identifier Delta	Yes	No	No	Yes	Yes	No	No	No	No	No	No	
Delta exception	Medium				Medium							
Commit Tuning Delta												
N/N-1 Delta	50	0	0	0	25	0	0	0	0	0	0	
Cumulated Delta	50	50	50	50	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	4,4	
Critical Identifier Delta												

Back Download Send E-Mail Save and Commit Show Collab. Details Show PO

- There is an exception in one bucket, commit the exact amount that is proposed by the supplier in 'Supplier Commitment'.
- Click on the 'Save and Commit' button in the lower section.
- Check that you can see the message: 'Update of Commit Tuning was successful'.

You have made a commitment and accepted the supplier proposal. You can check that the exception has disappeared. In this forecast set, there are no more exceptions raised.

4.7 Forecast_Scenario 4: Supplier commitment for a critical part (for supplier)

This scenario shows how a supplier can commit on a critical part by committing in the collaboration details.

- **Connect to AirSupply as a supplier.**
- Go to My Workspace’.
- Go to the ‘Process / Alert Matrix’ section and then to the ‘Forecast’ process.
- Click on the number of ‘Supplier to commit’ alerts which are ‘New’.
- Then go to the top of the ‘Alert Overview’ screen to the ‘Advanced Search’ section and click on ‘Add line’.
- Select ‘Customer Material Number’ in the drop-down box of the new line.
- Select ‘contains’ in the second drop-down box and in the third drop-down box enter ‘CMN-XXX_FC2’, where XXX is your assigned login number provided by your trainer, and click on the ‘Search’ button.

You should see the following screen displaying supplier exceptions with priority ‘High’:

The screenshot shows the 'Alert Overview' page in SupplyOn. The active filter is 'Supplyon Default'. The search criteria are: FC:Forecast alert type (equal to), Ignore Supplier (equal to), Inactive since (equal to), Priority (equal to High), and Customer Material Num (contains CMN-013_FC2). The search results table is as follows:

Forecast alert type	Priority	Cust. Group	Cus...	ER...	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	Ord. Off. Name	Ord. Off. Phone	S
<input type="checkbox"/>	Supplier to commit	High	trg-TRAINI...	TR...	1110 FLEX20140422	CMN-013_FC2	Winglet Performa...	CMN-013_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/>	Supplier to commit	High	trg-TRAINI...	TR...	1110 FLEX20140415	CMN-013_FC2	Winglet Performa...	CMN-013_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/>	Supplier to commit	High	trg-TRAINI...	TR...	1110 FLEX20140325	CMN-013_FC2	Winglet Performa...	CMN-013_FC2	Winglet Performa...	Judy Jillings	+44 1179 69 3832	

The interface also includes navigation buttons like 'Back', 'Set Ignore', 'Set Read', 'Download', 'Show FC Collab. View', and 'Send E-Mail'. At the bottom, it shows '3 entries' and 'Page 1 of 1'.

- Tick the box of the first displayed line and click on the ‘Show FC Collab. View’ button in the lower navigation section to display the ‘Collaboration View’.

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview **trg-airfoiISO_013_CMN-013_FC2_Desc: OOC-013#PCE#LFB#LT2#Critical**

Forecast Collaboration for material CMN-013_FC2/Winglet Performance Version 5.5 - CMN-013_FC2/Winglet Performance Version 5.5

Standard Forecast

	Firm Horizon	Flexible Horizon						Provisional Horizon				
	17.03.2014	18.03.2014	25.03.2014	01.04.2014	08.04.2014	15.04.2014	22.04.2014	29.04.2014	27.05.2014	24.06.2014	29.07.2014	26.08.2014
Demand		2	4	2	2	7	2	3	2	2	2	
Supplier Commitment		2	2	2	2	0	0	0	0	0	0	
Supplier Exceptions			Critical			Critical	Critical					
Commit tuning		2	4	2	2	7	2	3	2	2	2	
Customer Exceptions												
Cumulated Deviation		0	-2	-2	-2	-9	-11	-14	-16	-18	-20	-22
Previous data												
Demand		2	2	2	2	4	2	4	2	2	2	
Supplier Commitment		2	2	2	2	0	0	0	0	0	0	
Commit tuning		2	2	2	2	4	2	4	2	2	2	
Cumulated Deviation		0	0	0	0	-4	-6	-10	-12	-14	-16	-18
Demand Delta												
NN-1 Delta		0	2	0	0	3	0	-1	0	0	0	
Cumulated Delta		0	2	2	2	5	5	4	4	4	4	
% Cumulated Delta		0,0	50,0	33,3	25,0	41,7	35,7	22,2	20,0	18,2	16,7	15,0
Critical Identifier Delta		No	Yes	No	No	Yes	No	Yes	No	No	No	No
Delta exception			Critical			Critical						
Commit Tuning Delta												
NN-1 Delta		0	2	0	0	3	0	-1	0	0	0	
Cumulated Delta		0	2	2	2	5	5	4	4	4	4	
% Cumulated Delta		0,0	50,0	33,3	25,0	41,7	35,7	22,2	20,0	18,2	16,7	15,0
Critical Identifier Delta												

Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

- Click on the 'Show Collab. Details' button in the lower navigation section.
- Click on 'Details' tab.

You should see the 'Collaboration Details' screen:

My SupplyOn > My Workspace > Forecast > Collaboration View > Collaboration Details Contact | Help for this page | Print

Active filter: **Supplyon Default** Hide Search Area

Quick Search Advanced Search

Add line | Delete line My search profiles Manage...

Search Reset

Header **Details**

SupplyOn Def. View Manage... Reset all Filters

Bucket	Cust. Org.	ERP Plant	Unit O...	Demand Quantity	Demand Date	Supplier Commitment	Commitment Date	Commit Tuning	Pgm./MSN	Conf. Standard	Config.
<input type="checkbox"/> FLEX20140318	TRGCU...	1110	PCE	2	19.03.2014	2	19.03.2014	2	N/000410	1	
<input type="checkbox"/> FLEX20140325	TRGCU...	1110	PCE	4	26.03.2014	2	26.03.2014	4	N/000411	1	
<input type="checkbox"/> FLEX20140401	TRGCU...	1110	PCE	2	02.04.2014	2	02.04.2014	2	N/000412	1	
<input type="checkbox"/> FLEX20140408	TRGCU...	1110	PCE	2	09.04.2014	2	09.04.2014	2	N/000413	1	
<input type="checkbox"/> FLEX20140415	TRGCU...	1110	PCE	5	16.04.2014	0	16.04.2014	5	N/000414	1	
<input type="checkbox"/> FLEX20140415	TRGCU...	1110	PCE	2	19.04.2014	0	19.04.2014	2	N/000415	1	
<input type="checkbox"/> FLEX20140422	TRGCU...	1110	PCE	2	23.04.2014	0	23.04.2014	2	N/000416	1	
<input type="checkbox"/> PROV20140429	TRGCU...	1110	PCE	1	30.04.2014	0	30.04.2014	1	N/000417	1	
<input type="checkbox"/> PROV20140429	TRGCU...	1110	PCE	2	10.05.2014	0	10.05.2014	2	N/000418	1	
<input type="checkbox"/> PROV20140527	TRGCU...	1110	PCE	2	09.06.2014	0	09.06.2014	2	N/000419	1	
<input type="checkbox"/> PROV20140624	TRGCU...	1110	PCE	2	09.07.2014	0	09.07.2014	2	N/000420	1	
<input type="checkbox"/> PROV20140729	TRGCU...	1110	PCE	2	08.08.2014	0	08.08.2014	2	N/000421	1	
<input type="checkbox"/> PROV20140826	TRGCU...	1110	PCE	2	07.09.2014	0	07.09.2014	2	N/000422	1	
<input type="checkbox"/> PROV20140923	TRGCU...	1110	PCE	2	07.10.2014	0	07.10.2014	2	N/000423	1	
<input type="checkbox"/> PROV20141028	TRGCU...	1110	PCE	5	06.11.2014	0	06.11.2014	5	N/000424	1	
<input type="checkbox"/> PROV20141125	TRGCU...	1110	PCE	2	06.12.2014	0	06.12.2014	2	N/000425	1	

Back Upload Download Save and Commit Copy Send E-Mail Collab View

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

- Go to the 'Supplier Commitment' column and commit the exact amount that is given in 'Demand Quantity' for all buckets in the flexible horizon.

Q9. How to be sure to know whether a bucket is in the flexible horizon?

In the first column named 'Bucket', you can identify the flexible horizon bucket by the first 4 letters 'FLEX...'.

- Click on the 'Save and Commit' button in the lower navigation section (the warning that values are at zero is normal and can be confirmed).
- Check that you can see the message: 'Update of Supplier Commitment was successful'.

You have committed on a critical part.

4.8 Forecast_Scenario 5: How to download/upload a Forecast (for supplier)

This scenario shows how a supplier can download a Forecast, make changes to it and then upload it back.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- Click on the number of 'Supplier to commit' alerts which are 'New'.
- Then go to the top of the screen and to the 'Advanced Search' section and click 'Add line'.
- Select 'Supplier Material Number' in the drop-down box of the new line.
- Select 'contains' in the second drop-down box and in the third drop-down box enter 'SMN-XXX_FC4', where XXX is your assigned login number provided by your trainer, and click on the 'Search' button.

You should see the 'Alert Overview' screen:

My SupplyOn > My Workspace > Alert Overview

Active filter: Supplyon Default

Quick Search | Advanced Search

FC:Forecast alert type equal to Supplier to commit Delete line

Ignore Supplier equal to Not ignored Delete line

Inactive since equal to 18 Delete line

New/Read Supplier equal to New Delete line

Supplier Material Num equal to SMN-013_FC4 Add line | Delete line

Search | Reset

My search profiles

E-Mail notification

PO Alerts (2) Forecast Alerts (17) VM Alerts (0) SBI Alerts (0) MD Alerts (2)

SupplyOn Def. View Manage...

Forecast alert type	Priority	Cust. Group	Cus...	ER...	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	Ord. Off. Name	Ord. Off. Phone	Supplier Pl...	Alert...	Ign.C.
Supplier to commit	Medium	trg-TRAINI...	TR...		2100 FLEX20131029	CMN-013_FC5	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Carmen Comida	+ 34 967 850 500		01.10...	
Supplier to commit	Medium	trg-TRAINI...	TR...		2100 FLEX20131022	CMN-013_FC5	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Carmen Comida	+ 34 967 850 500		01.10...	
Supplier to commit	Medium	trg-TRAINI...	TR...		2100 FLEX20131008	CMN-013_FC5	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Carmen Comida	+ 34 967 850 500		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20141201	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20141101	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20141002	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140902	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140803	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140704	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140604	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140505	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140405	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	
Supplier to commit	High	trg-TRAINI...	TR...		1110 FLEX20140306	CMN-013_FC4	PITOT TUBE ASS...	SMN-013_FC4	Assy Pitot Tube T...	Judy Jillings	+44 1179 69 3832		01.10...	

Back | Set Ignore | Set Read | Download | Show FC Collab. View | Send E-Mail

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

Entries per page 50

First Previous | Page 1 of 1 | Next Last

- Tick the box of the first displayed line and click on 'Show FC Collab. View' button.

You should see the 'Collaboration View' screen which displays the overview of 2 forecast set.

- Select the first one.

My SupplyOn > My Workspace > Forecast > Collaboration View

Overview | trg-airfoilAB_013_CMN-013_FC4_Desc: OOC-013#PCE#LFC#LT3#Critical | trg-airfoilAB_013_CMN-013_FC5_Desc: OOC-EG#PCE#EC1

Forecast Collaboration for material CMN-013_FC4/PITOT TUBE ASSY...70 - SMN-013_FC4/Assy Pitot Tube Type 5

You should see the collaboration View screen of the forecast set selected:

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview [trg-airfoilAB_013_CMN-013_FC4_Desc: OOC-013#PCE#LFC#LT3#Critical](#) [trg-airfoilAB_013_CMN-013_FC5_Desc: OOC-EC#PCE#EC#EC1](#)

Forecast Collaboration for material CMN-013_FC4/PITOT TUBE ASSY A670 - SMN-013_FC4/Assy Pitot Tube Type 5
Mid Term Forecast / Electronics & IFEC / In Seat Component

	Flexible Horizon													
	07.10.2013	06.11.2013	06.12.2013	05.01.2014	04.02.2014	06.03.2014	05.04.2014	05.05.2014	04.06.2014	04.07.2014	03.08.2014	02.09.2014	02.10.2014	01.11.2014
Demand	100	90	85		80	20	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Supplier Exceptions	Critical	Critical	Critical		Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical
Commit tuning	100	90	80		80	20	20	40	60	80	100	80	60	40
Customer Exceptions														
Cumulated Deviation	-100	-190	-275	-275	-355	-375	-395	-435	-495	-575	-675	-755	-815	-855
Previous data														
Demand	100	90	80		40	100	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Commit tuning	100	90	80		40	100	20	40	60	80	100	80	60	40
Cumulated Deviation	-100	-190	-270		-310	-410	-430	-470	-530	-610	-710	-790	-850	-890
Demand Delta														
NN-1 Delta	0	0	5		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	5		45	-35	-35	-35	-35	-35	-35	-35	-35	-35
% Cumulated Delta	0,0	0,0	1,9		14,5	-8,5	-8,1	-7,4	-6,6	-5,7	-4,9	-4,4	-4,1	-3,9
Critical Identifier Delta	No	No	Yes		Yes	Yes	No	No	No	No	No	No	No	No
Delta exception					High	High								
Commit Tuning Delta														
NN-1 Delta	0	0	0		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	0		40	-40	-40	-40	-40	-40	-40	-40	-40	-40
% Cumulated Delta	0,0	0,0	0,0		12,9	-9,8	-9,3	-8,5	-7,5	-6,6	-5,6	-5,1	-4,7	-4,5
Critical Identifier Delta	No	No	No		Yes	Yes	No	No	No	No	No	No	No	No

Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

- In the 'Collaboration View' screen, click 'Download' and then on 'Collab View'.

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview [trg-airfoilAB_013_CMN-013_FC4_Desc: OOC-013#PCE#LFC#LT3#Critical](#) [trg-airfoilAB_013_CMN-013_FC5_Desc: OOC-EC#PCE#EC#EC1](#)

Forecast Collaboration for material CMN-013_FC4/PITOT TUBE ASSY A670 - SMN-013_FC4/Assy Pitot Tube Type 5
Mid Term Forecast / Electronics & IFEC / In Seat Component

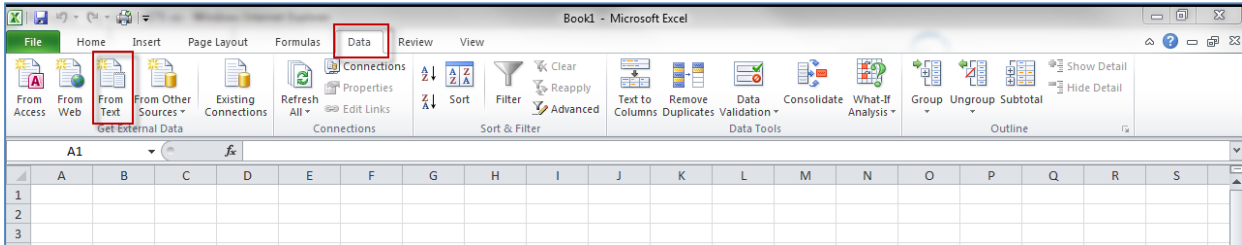
	Flexible Horizon													
	07.10.2013	06.11.2013	06.12.2013	05.01.2014	04.02.2014	06.03.2014	05.04.2014	05.05.2014	04.06.2014	04.07.2014	03.08.2014	02.09.2014	02.10.2014	01.11.2014
Demand	100	90	85		80	20	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Supplier Exceptions	Critical	Critical	Critical		Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical
Commit tuning	100	90	80		80	20	20	40	60	80	100	80	60	40
Customer Exceptions														
Cumulated Deviation	-100	-190	-275	-275	-355	-375	-395	-435	-495	-575	-675	-755	-815	-855
Previous data														
Demand	100	90	80		40	100	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Commit tuning	100	90	80		40	100	20	40	60	80	100	80	60	40
Cumulated Deviation	-100	-190	-270		-310	-410	-430	-470	-530	-610	-710	-790	-850	-890
Demand Delta														
NN-1 Delta	0	0	5		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	5		45	-35	-35	-35	-35	-35	-35	-35	-35	-35
% Cumulated Delta	0,0	0,0	1,9		14,5	-8,5	-8,1	-7,4	-6,6	-5,7	-4,9	-4,4	-4,1	-3,9
Critical Identifier Delta	No	No	Yes		Yes	Yes	No	No	No	No	No	No	No	No
Delta exception					High	High								
Commit Tuning Delta														
NN-1 Delta	0	0	0		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	0		40	-40	-40	-40	-40	-40	-40	-40	-40	-40
% Cumulated Delta	0,0	0,0	0,0		12,9	-9,8	-9,3	-8,5	-7,5	-6,6	-5,6	-5,1	-4,7	-4,5
Critical Identifier Delta	No	No	No		Yes	Yes	No	No	No	No	No	No	No	No

Collab View
 Collab Details full (CSV)
 Collab Details full (XLS)

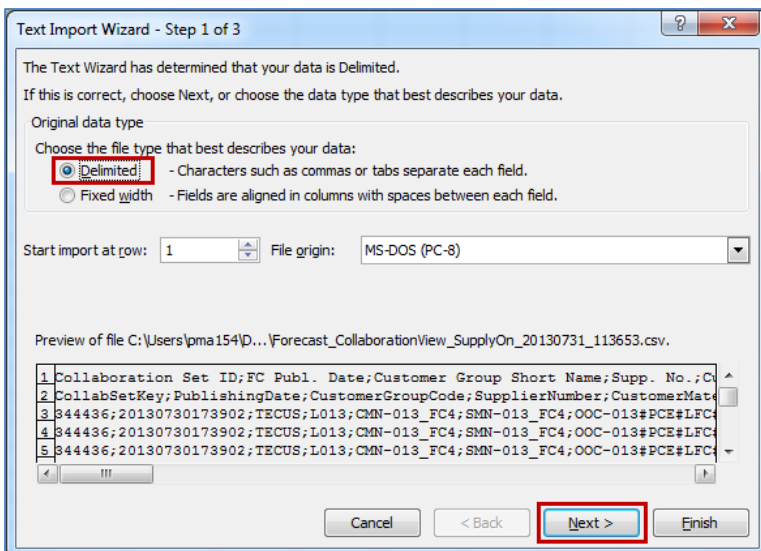
Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

The following steps need to be performed to work with the CSV file in MS Excel:

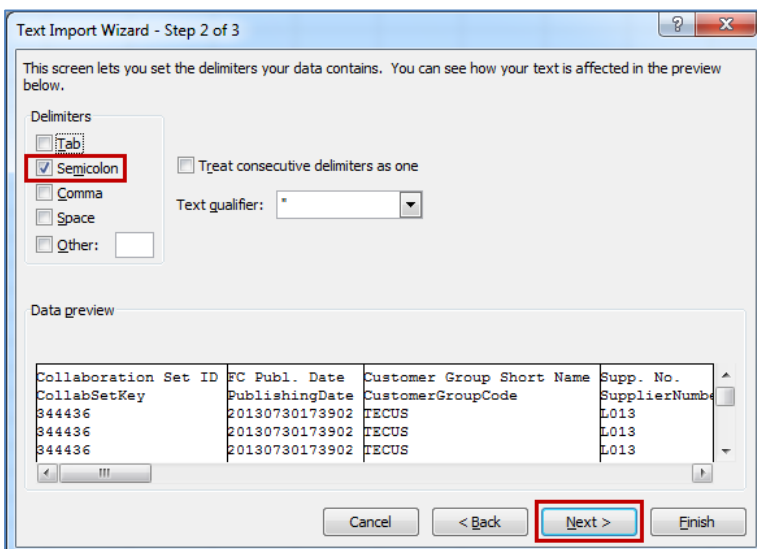
- Save the CSV file on your desktop by clicking on the 'Save' button.
- Open MS Excel and click on the tab 'Data' and then on 'From text'.



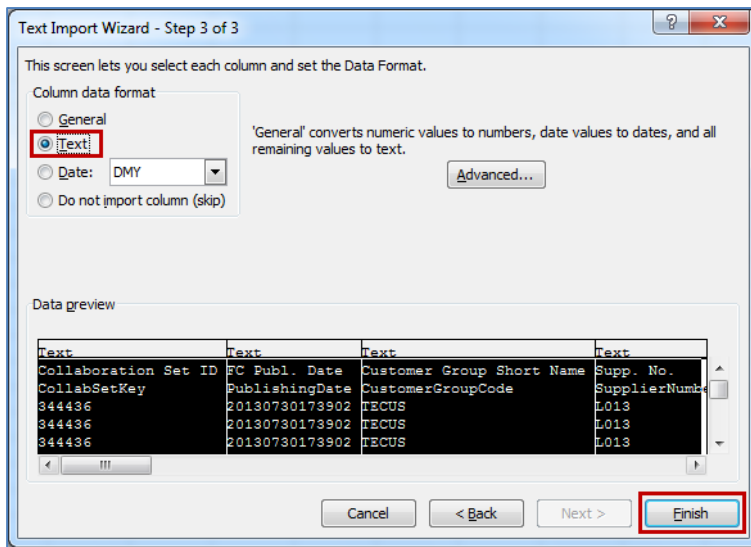
- Select the downloaded file.
- The 'Text Import Wizard' has started. Click on 'Next'.



- Set the tick at 'Semicolon' and untick the 'Tab', click on 'Next'.



- First select all fields and set the radio at 'Text' click 'Finish' and confirm the last step with 'OK'.



You should see the following CSV file in MS Excel which represents the 'Collaboration View':

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Collaboration Set ID	FC Publ. Date	Customer Group Sho	Supp. No.	Customer Material Number	Supplier Material Number	FC Grouping Key	ERP Plant	Pgm. /MSN	Demand Date	Data Measure	FLEX20131007	FLEX20131106
2	CollabSetKey	PublishingDate	CustomerGroupCode	SupplierNumber	CustomerMaterialNumber	SupplierMaterialNumber	FreeKey	CustomerPlantCode	Program/MSN	DemandDate	DataMeasure	PRVDMD	100
3	352155	20131001162822	TEAIR	L013	CMN-013_FC4	SMN-013_FC4	OOC-013#PCE#FC#LT3#Critical				PUBDMD	100	90
4	352155	20131001162822	TEAIR	L013	CMN-013_FC4	SMN-013_FC4	OOC-013#PCE#FC#LT3#Critical				SUPCOM	0	0
5	352155	20131001162822	TEAIR	L013	CMN-013_FC4	SMN-013_FC4	OOC-013#PCE#FC#LT3#Critical				CUSTUN	100	90
6	352155	20131001162822	TEAIR	L013	CMN-013_FC4	SMN-013_FC4	OOC-013#PCE#FC#LT3#Critical				CUSTUN	100	90
7													
8	CollabSetKey	PublishingDate	CustomerGroupCode	SupplierNumber	CustomerMaterialNumber	SupplierMaterialNumber	FreeKey	CustomerPlantCode	Program/MSN	DemandDate	DataMeasure	FIRM20131007	FLEX20131008
9	352215	20131001162834	TEEUR	1013	CMN-013_FC5	SMN-013_FC4	OOC-EC#PCE#EC#EC1				PRVDMD	0	20
10	352215	20131001162834	TEEUR	1013	CMN-013_FC5	SMN-013_FC4	OOC-EC#PCE#EC#EC1				PUBDMD	0	30
11	352215	20131001162834	TEEUR	1013	CMN-013_FC5	SMN-013_FC4	OOC-EC#PCE#EC#EC1				SUPCOM	0	0
12	352215	20131001162834	TEEUR	1013	CMN-013_FC5	SMN-013_FC4	OOC-EC#PCE#EC#EC1				CUSTUN	100	30

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1															
2	FLEX20131206	FLEX20140105	FLEX20140204	FLEX20140306	FLEX20140405	FLEX20140505	FLEX20140604	FLEX20140704	FLEX20140803	FLEX20140902	FLEX20141002	FLEX20141101	FLEX20141201	FLEX20141231	
3	80	0	40	100	20	40	60	80	100	60	80	40	20	0	
4	85		80	20	20	40	60	80	100	80	60	40	20		
5	0		0	0	0	0	0	0	0	0	0	0	0		
6	80		80	20	20	40	60	80	100	80	60	40	20		
7															
8	FLEX20131015	FLEX20131022	FLEX20131029	FLEX20131105	FLEX20131112	PROV20131119	PROV20131217	PROV20140114	PROV20140218	PROV20140318	PROV20140415	PROV20140520	PROV20140617	PROV20140715	PROV20140819
9	0	10	20	0	0	20	10	10	10	10	10	10	10	0	0
10	10	21	10	0	24	10	10	10	10	11	15	10	10		
11	0	0	0	0	0	0	0	0	0	0	0	0	0		
12	10	20	20	20	24	10	10	10	10	11	15	10	10		

- In all buckets with 0 as supplier commitment value in the flexible horizon (FLEX), enter exactly the same quantity in 'SUPCOM' as in the demand line 'CUSTUN'.

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Data Measure															
2	FLEX20131007	FLEX20131106	FLEX20131206	FLEX20140105	FLEX20140204	FLEX20140306	FLEX20140405	FLEX20140505	FLEX20140604	FLEX20140704	FLEX20140803	FLEX20140902	FLEX20141002	FLEX20141101	FLEX20141201	
3	PRVDMD	100	90	85	0	40	100	20	40	60	80	100	80	60	40	
4	PUBDMD	100	90	85	0	80	20	20	40	60	80	100	80	60	40	
5	SUPCOM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	CUSTUN	100	90	80	80	20	20	40	60	80	100	80	60	40	20	
7																
8	FIRM20131007	FLEX20131008	FLEX20131015	FLEX20131022	FLEX20131029	FLEX20131105	FLEX20131112	PROV20131119	PROV20131217	PROV20140114	PROV20140218	PROV20140318	PROV20140415	PROV20140520	PROV20140617	
9	PRVDMD	0	20	0	10	20	0	20	10	10	10	10	10	10	10	
10	PUBDMD	0	30	0	10	21	0	24	10	10	10	10	10	11	15	
11	SUPCOM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	CUSTUN	100	30	10	20	24	10	10	10	10	10	10	10	11	15	

- Save the file as .CSV (comma delimited) file on your desktop and return to the AirSupply 'Collaboration View' screen.

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview trg-airfoilAB_013_CMN-013_FC4_Desc: OOC-013#PCE#LFC#LT3#Critical trg-airfoilAB_013_CMN-013_FC5_Desc: OOC-EC#PCE#EC1

Forecast Collaboration for material CMN-013_FC4/PITOT TUBE ASSY A670 - SMN-013_FC4/Assy Pitot Tube Type 5
Mid Term Forecast / Electronics & IFEC / In Seat Component

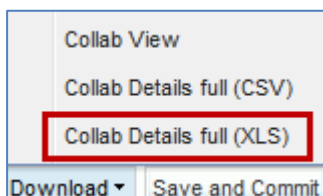
	Flexible Horizon													
	07.10.2013	06.11.2013	06.12.2013	05.01.2014	04.02.2014	06.03.2014	05.04.2014	05.05.2014	04.06.2014	04.07.2014	03.08.2014	02.09.2014	02.10.2014	01.11.2014
Demand	100	90	85		80	20	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Supplier Exceptions	Critical	Critical	Critical		Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical
Commit tuning	100	90	80		80	20	20	40	60	80	100	80	60	40
Customer Exceptions														
Cumulated Deviation	-100	-190	-275	-275	-355	-375	-395	-435	-495	-575	-675	-755	-815	-855
Previous data														
Demand	100	90	80		40	100	20	40	60	80	100	80	60	40
Supplier Commitment	0	0	0		0	0	0	0	0	0	0	0	0	0
Commit tuning	100	90	80		40	100	20	40	60	80	100	80	60	40
Cumulated Deviation	-100	-190	-270		-310	-410	-430	-470	-530	-610	-710	-790	-850	-890
Demand Delta														
NIN-1 Delta	0	0	5		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	5		45	-35	-35	-35	-35	-35	-35	-35	-35	-35
% Cumulated Delta	0,0	0,0	1,9		14,5	-8,5	-8,1	-7,4	-6,6	-5,7	-4,9	-4,4	-4,1	-3,9
Critical Identifier Delta	No	No	Yes		Yes	Yes	No	No	No	No	No	No	No	No
Delta exception					High	High								
Commit Tuning Delta														
NIN-1 Delta	0	0	0		40	-80	0	0	0	0	0	0	0	0
Cumulated Delta	0	0	0		40	-40	-40	-40	-40	-40	-40	-40	-40	-40
% Cumulated Delta	0,0	0,0	0,0		12,9	-9,8	-9,3	-8,5	-7,5	-6,6	-5,6	-5,1	-4,7	-4,5
Critical Identifier Delta	No	No	No		Yes	Yes	No	No	No	No	No	No	No	No

Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

- Click 'Upload' in the lower navigation menu.
- Select 'Upload CSV'.
- Search your file previously modified and saved on your desktop.
- Click 'Upload'.
- Check if the result in the 'Collaboration View' corresponds to the uploaded information.

You have seen in the above exercise how you can retrieve downloaded Comma Separated Values (.CSV) forecasts data in a spreadsheet application such as Microsoft Excel™.

Note: AirSupply offers you the possibility to directly download forecasts data in Microsoft Excel™. The relating download options are flagged with '(XLS)' as shown below:



In this case, the 'Upload Excel' menu would need to be selected after you have changed forecast data.

4.9 Forecast_Scenario 6: Display a long term forecast and enter a supplier remark after committing to the published demand (for supplier)

This scenario shows how a supplier can retrieve a long term forecast and add a dedicated remark for his customer after he has committed to the published demand.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- Click on the 'Forecast' process link to display the 'Forecast Summary' screen.
- Then go to the top of the screen and to the 'Advanced Search' section.
- Select 'Forecast Mode' in the drop-down box of the displayed line.
- Select 'contains' in the second drop-down box.
- Enter the text 'Long Term Forecast' in the third drop-down box.

- Click on the 'Search' button.

You should see the following 'Forecast Summary' screen:

Cust. Group	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Ma.	Supplier Material Desc.	FC Grouping Key De...	Ord. Off. Name	Ord. Off. Phone	Log. Fam. (LF)	Log. Tol. (LT)	Criti...	U...	Purchasing...	Suppli
trg-TRAINING@A...	CMIN-013_FC6	TUBE TA5070 3X...	SMN-013...	TA5070 3X6 TUBE	Desc: OOC-013#PC...	Judy Jillings	+44 1179 69 3832	LFA	LT1	No	P...		

Q10. Which forecast type is relating to a material reference?

Standard forecast type is relating to material reference. Mid and long term forecasts are relating to family of materials (e.g. product groups relating to commodity groups).

- Click on the 'FC Grouping Key Desc.' link corresponding to the Customer Material Number 'CMN-XXX_FC6', where XXX is your assigned login number provided by your trainer.

You should see the 'Collaboration View' screen which displays the long term forecast you selected:

My SupplyOn > My Workspace > Forecast > Collaboration View [Contact](#) | [Help for this page](#) | [Print](#)

Overview | [trg-airfoilAB_013_CMN-013_FC6_Desc: OOC-013#PCE#LFA#LT1](#)

Forecast Collaboration for material CMN-013_FC6/TUBE TA5070 3X6 B, WASHER TUBE B W/ - SMN-013_FC6/TA5070 3X6 TUBE

Long Term Forecast / Galleys / Catering

	Flexible Horizon												Summary	
	07.10.2013	06.11.2013	06.12.2013	05.01.2014	04.02.2014	06.03.2014	05.04.2014	05.05.2014	04.06.2014	04.07.2014	03.08.2014	02.09.2014		07.10.2013-01.10.2014
Demand		150	105	200	200		100	49						804
Supplier Commitment		150	100	200	100		100	50						700
Supplier Exceptions					Medium									
Commit tuning		150	100	200	200		100	50						800
Customer Exceptions														
Cumulated Deviation		0	-5	-5	-105	-105	-105	-104	-104	-104	-104	-104	-104	-104
<input type="checkbox"/> Previous data														
Demand		150	100	200	100		100	50						700
Supplier Commitment		150	100	200	100		100	50						700
Commit tuning		150	100	200	100		100	50						700
Cumulated Deviation		0	0	0	0		0	0						0
<input type="checkbox"/> Demand Delta														
NIN-1 Delta		0	5	0	100		0	-1						104
Cumulated Delta		0	5	5	105		105	104						104
% Cumulated Delta		0,0	2,0	1,1	19,1		16,2	14,9						14,9
Critical Identifier Delta		No	Yes	No	Yes		No	Yes						Yes
Delta exception					Medium									Medium
<input type="checkbox"/> Commit Tuning Delta														
NIN-1 Delta		0	0	0	100		0	0						100
Cumulated Delta		0	0	0	100		100	100						100
% Cumulated Delta		0,0	0,0	0,0	18,2		15,4	14,3						14,3
Critical Identifier Delta		No	No	No	Yes		No	No						Yes

Back | Upload | Download | Save and Commit | Send E-Mail | Show Collab. Details | Show PO

Q11. Is a long term forecast shown in the provisional horizon?

Long term forecasts are usually shown in monthly buckets within the flexible horizon. However, the way a long term forecast is displayed in AirSupply depends on the customer choice and settings. The customer can decide to omit the display of some horizons. At least one horizon must be provided in order for the forecast publishing to be successful in AirSupply (e.g. provisional horizon could be displayed alone).

- From the forecast 'Collaboration View', drag your mouse on the 'Supplier Commitment' menu.
- Click on the drop down menu and select 'Commit all in flexible horizon' to commit the demand published by your customer on all buckets in the flexible horizon.
- Click on 'Save and Commit' in the lower section.
- Then click on the 'Show Collab. Details' button in the lower navigation section.
- Click on the 'Details' tab to display all forecast positions and bucket details.

- Click on the drop down menu on the right side of one of the columns title displayed.
- Tick the checkbox of column 'Supplier Remark'.

You should see the following screens:

The screenshot shows the 'Collaboration Details' page in SupplyOn. A table lists demand entries with columns for Bucket, Cust. Org., ERP Plant, Unit O..., Demand Quantity, Demand Date, Supplier Commitment, and Supplier Remark. The 'Supplier Remark' column header has a dropdown menu open, and the 'Supplier Remark' checkbox is checked and highlighted with a red box.

Bucket	Cust. Org.	ERP Plant	Unit O...	Demand Quantity	Demand Date	Supplier Commitment	Supplier Remark
FLEX20131106	TRGAIR...	1110	PCE	150	19.11.2013	150	
FLEX20131206	TRGAIR...	1110	PCE	105	24.12.2013	100	
FLEX20140105	TRGAIR...	1110	PCE	200	28.01.2014	200	
FLEX20140204	TRGAIR...	1110	PCE	200	04.03.2014	200	
FLEX20140405	TRGAIR...	1110	PCE	100	08.04.2014	100	
FLEX20140505	TRGAIR...	1110	PCE	49	13.05.2014	50	

The screenshot shows the same 'Collaboration Details' page. The 'Supplier Remark' column is now visible in the table. The first row's 'Supplier Remark' cell is highlighted with a red box, indicating where the user should enter their remark.

Bucket	Cust. Org.	ERP Plant	Unit O...	Demand Quantity	Demand Date	Supplier Commitment	Supplier Remark	Commitment Date	Commit Tuning	Pgm. MSN	Conf. Standard	Config. Ver
FLEX20131106	TRGAIR...	1110	PCE	150	19.11.2013	150		19.11.2013	150			90A02/001
FLEX20131206	TRGAIR...	1110	PCE	105	24.12.2013	100		24.12.2013	100			90A02/001
FLEX20140105	TRGAIR...	1110	PCE	200	28.01.2014	200		28.01.2014	200			90A02/001
FLEX20140204	TRGAIR...	1110	PCE	200	04.03.2014	200		04.03.2014	200			90A02/001
FLEX20140405	TRGAIR...	1110	PCE	100	08.04.2014	100		08.04.2014	100			90A02/001
FLEX20140505	TRGAIR...	1110	PCE	49	13.05.2014	50		13.05.2014	50			90A02/001

- Enter the remark 'Issue raised by email and to be discussed as soon as possible' in the editable text field of the first bucket line displayed.
- Click on the 'Save and Commit' button to save your remark.

You have retrieved a long term forecast, committed on the demand published by your customer and added a dedicated supplier remark to one flexible bucket line.

4.10 Forecast_Scenario 7: Identify forecast data changes, display and interpret forecast comparison data in AirSupply

This scenario shows how a supplier or customer can identify forecast data changes between the current published data and the forecast data published in the previous cycle. It also shows how to display and interpret forecast comparison data fields.

- **Connect to AirSupply as a supplier or customer.**
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and then to the 'Forecast' process.
- You can notice that the system has identified forecast data changes. Click on the number of 'Demand Delta' alerts with 'High' criticality.
- Then go to the top of the 'Alert Overview' screen to the 'Advanced Search' section and click on 'Add line'.
- Select 'Customer Material Number' in the drop-down box of the new line.
- Select 'contains' in the second drop-down box and in the third drop-down box enter 'CMN-XXX_FC7', where XXX is your assigned login number provided by your trainer, and click on the 'Search' button.

You should see the following 'Alert Overview' screen displaying demand delta exceptions with 'High' priority:

The screenshot displays the 'Alert Overview' interface. At the top, the breadcrumb is 'My SupplyOn > My Workspace > Alert Overview'. The active filter is 'Supplyon Default'. The search criteria are: FC:Forecast alert type = Demand Delta, Ignore Supplier = Not ignored, Inactive since = 8, Priority = High, and Customer Material Num = CMN-013_FC7. The results table shows three entries for 'Demand Delta' alerts with 'High' priority, all for 'FLEX2013' buckets and 'TA5070 3X6 TUBE' materials.

Forecast alert type	Priority	Cust. Group	Cus...	ER...	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	Ord. Off. Name	Ord. Off. Phone	Supplier PI...	Alert...	Ign.C. h
<input type="checkbox"/> Demand Delta	High	trg-TRAINI...	TR...	1110	FLEX20131105	CMN-013_FC7	TUBE TA5070 3X...	SMN-013_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		01.10...	
<input type="checkbox"/> Demand Delta	High	trg-TRAINI...	TR...	1110	FLEX20131022	CMN-013_FC7	TUBE TA5070 3X...	SMN-013_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		01.10...	
<input type="checkbox"/> Demand Delta	High	trg-TRAINI...	TR...	1110	FLEX20131015	CMN-013_FC7	TUBE TA5070 3X...	SMN-013_FC7	TA5070 3X6 TUBE	Judy Jillings	+44 1179 69 3832		01.10...	

- Tick the box of the first displayed line and click on the 'Show FC Collab. View' button in the lower navigation section to display the 'Collaboration View'.

My SupplyOn > My Workspace > Forecast > Collaboration View Contact | Help for this page | Print

Overview trg-airfoiliAB_013_CMN-013_FC7_Desc: OOC-013#PCE#LFA#LT1#Critical

Forecast Collaboration for material CMN-013_FC7/TUBE TA5070 3X6 B; WASHER TUBE B W/ - SMN-013_FC7/TA5070 3X6 TUBE

Standard Forecast /

	Firm Horizon	Flexible Horizon						Provisional Horizon						
	07.10.2013	08.10.2013	15.10.2013	22.10.2013	29.10.2013	05.11.2013	12.11.2013	19.11.2013	17.12.2013	14.01.2014	18.02.2014	18.03.2014	15.04.2014	20.05.2014
Demand		150	800	200	100	150				100		300		290
Supplier Commitment		150	350	200	100	200				100		200		300
Supplier Exceptions			Critical	Critical		Critical								
Commit tuning		150	800	200	100	150				100		300		290
Customer Exceptions														
Cumulated Deviation		0	-450	-450	-450	-400	-400	-400	-400	-400	-400	-500	-500	-490
<input type="checkbox"/> Previous data														
Demand		150	350	200	100	200				100		200		300
Supplier Commitment		150	350	200	100	200				100		200		300
Commit tuning		150	350	200	100	200				100		200		300
Cumulated Deviation		0	0	0	0	0				0		0		0
<input type="checkbox"/> Demand Delta														
N/N-1 Delta		0	450	0	0	-50				0		100		-10
Cumulated Delta		0	450	450	450	400				400		500		490
% Cumulated Delta		0,0	90,0	64,3	40,0	40,0				36,4		38,5		30,6
Critical Identifier Delta		No	Yes	Yes	No	Yes				No		Yes		Yes
Delta exception			High	High		High								
<input type="checkbox"/> Commit Tuning Delta														
N/N-1 Delta		0	450	0	0	-50				0		100		-10
Cumulated Delta		0	450	450	450	400				400		500		490
% Cumulated Delta		0,0	90,0	64,3	56,3	40,0				36,4		38,5		30,6
Critical Identifier Delta		No	Yes	Yes	No	Yes				No		Yes		Yes

Back Upload Download Save and Commit Send E-Mail Show Collab. Details Show PO

Zoomed screenshot:

	Firm Horizon	Flexible Horizon					
	07.10.2013	08.10.2013	15.10.2013	22.10.2013	29.10.2013	05.11.2013	12.11.2013
Demand		150	800	200	100	150	
Supplier Commitment		150	350	200	100	200	
Supplier Exceptions			Critical	Critical		Critical	
Commit tuning		150	800	200	100	150	
Customer Exceptions							
Cumulated Deviation		0	-450	-450	-450	-400	-400
<input type="checkbox"/> Previous data							
Demand		150	350	200	100	200	
Supplier Commitment		150	350	200	100	200	
Commit tuning		150	350	200	100	200	
Cumulated Deviation		0	0	0	0	0	
<input type="checkbox"/> Demand Delta							
N/N-1 Delta		0	450	0	0	-50	
Cumulated Delta		0	450	450	450	400	
% Cumulated Delta		0,0	90,0	64,3	40,0	40,0	
Critical Identifier Delta		No	Yes	Yes	No	Yes	
Delta exception			High	High		High	
<input type="checkbox"/> Commit Tuning Delta							
N/N-1 Delta		0	450	0	0	-50	
Cumulated Delta		0	450	450	450	400	
% Cumulated Delta		0,0	90,0	64,3	56,3	40,0	
Critical Identifier Delta		No	Yes	Yes	No	Yes	

Q12. Calculate the 3 missing values hidden by the green fields in the above extract:

- The first missing value corresponds to the 'N/N-1 Delta' in the 'Commit Tuning Delta' expandable/collapsible box.

The 'N/N-1 Delta' is showing the difference between the current bucket 'Commit tuning' and the previous one. In bucket '05.11.2013', the current commit tuning value is 150 while the one published in the previous cycle is 200.

Therefore, the missing value is $150 - 200 = -50$.

- The second missing value corresponds to the 'Cumulated Delta' in the 'Demand Delta' expandable/collapsible box.

The 'Cumulated Delta' is showing a sum of 'Demand' delta cumulated from the first bucket to the current delta based on 'N/N-1 Delta' values. In bucket '05.11.2013', the current 'N/N-1 Delta' is -50 while the preceding 'Cumulated Delta' is 450.

Therefore, the missing value is $450 - 50 = 400$.

- The third missing value corresponds to the '% Cumulated Delta' in the 'Demand Delta' expandable/collapsible box.

The '% Cumulated Delta' is showing the quotient of cumulated delta and the sum of previous 'Demand' quantities from preceding to the current bucket. In bucket '29.10.2013', the cumulated delta is 450. The cumulated previous 'Demand' on current and preceding buckets is $100 + 200 + 350 + 150 = 800$.

*Therefore, the missing value is $(450 / (100 + 200 + 350 + 150)) * 100 = 56,3\%$.*

Note: The percentage value calculated is always rounded to one digit behind the comma.

Note: Do not hesitate to use the training course presentation you have been given during your training session to get more details on how the above delta values are calculated or consult the training guide relating to Forecast or the 'SupplyOn Help' pages (available on-line). Ask your trainer if required.

Q13. Does 'Critical Identifier Delta' for 'Demand Delta' or 'Commit Tuning Delta' flag apply to critical materials only?

No. This flag applies to both critical and non critical materials.

The delta on critical identifier applies to each bucket separately and occurs if a change is detected for a critical identifier (e.g. Program/MSN).

A flag reads 'Yes' (change detected) or 'No' (no change detected).

Q14. From the three tables displayed below, which value ('Yes' or 'No') should be displayed for the critical identifier in bucket 4? Explain your answer.

	Firm Horizon Bucket 1 07/07/2013	Flexible Horizon Bucket 2 14/07/2013	Flexible Horizon Bucket 3 21/07/2013	Flexible Horizon Bucket 4 28/07/2013	Flexible Horizon Bucket 5 04/08/2013	Provisional Horizon Bucket 6 11/08/2013
Demand		115	75	80	90	100
<i>Previous Data:</i> Demand		80	80	80	80	80
<i>Demand Delta:</i> N/N-1 Delta		35	-5	0	10	20
<i>Demand Delta:</i> Cumulated Delta		35	30	30	40	60
<i>Demand Delta:</i> % Cumulated Delta		0,0%	18,8%	12,5%	12,5%	15,0%
<i>Demand Delta:</i> Critical Identifier Delta		Yes	Yes	??	Yes	Yes

Previous demand forecast data

Bucket	Demand date	Quantity	Critical Identifier (e.g. Program/MSN)
4	28/07/2013	10	001
4	29/07/2013	10	002
4	30/07/2013	10	001
4	31/07/2013	10	002
4	01/08/2013	10	
4	02/08/2013	10	
4	03/08/2013	20	

Current demand forecast data

Bucket	Demand date	Quantity	Critical Identifier (e.g. Program/MSN)
4	28/07/2013	10	001
4	29/07/2013	10	001
4	30/07/2013	10	002
4	31/07/2013	10	002
4	01/08/2013	00	
4	02/08/2013	00	
4	03/08/2013	40	

‘No’ should be displayed as critical identifier for bucket 4.

The critical identifier changes between the current and previous forecasts published are not detected as the quantities for each critical identifier (including the empty fields) are equal (i.e. bucket quantity for Critical Identifier 001 and 002 = 20 and for empty critical identifier = 40).

A change is detected when the bucket from the previous forecast period published contains different critical identifier(s) with different quantities than the bucket of the current forecast period published in AirSupply.

If no critical identifier is used by your customer, it is considered as an ‘empty’ string critical identifier and the critical identifier process still applies. In this case, the system reads ‘Yes’ when the summed quantities within a bucket (a week for example) differ from the quantities of the same bucket published in the previous forecast and is outside the tolerance.

You have displayed a forecast with data changes and understood the way some comparison data fields are calculated by the system.

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5 Purchase Orders

5.1 General Concepts

Q1. Purchase Orders belong to two different order types, what are they?

- **CALL UP (related to Forecasts).**
- **OTHER orders (including SPARES orders).**

Q2. When the status of a PO schedule line is NEW ORDER PUBLISHED (NOP), what can the supplier or customer do?

Supplier: The supplier can propose changes to the PO schedule line or accept it.

Customer: The customer can change the PO schedule line or cancel it.

Q3. What is the impact on the PO schedule line status when a NOP is modified?

If the supplier accepts: OPEN.

If the supplier accepts but with a proposition of changes to the date and / or quantity:

SUPPLIER ACCEPTED WITH CHANGES.

If the customer cancels the schedule line: CANCELLED.

And if the customer modifies the PO schedule line, it remains in NOP.

5.2 PO_Scenario 1: Search a new Purchase Order

This scenario shows how you can access the 'Purchase Orders' screen and search Purchase Orders schedule line by Customer Material Number.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.

Q4. How many different PO schedule line statuses are displayed in the PO Summary section?

There are 11 PO schedule line statuses:

- ***NOP: NEW ORDER PUBLISHED***
- ***SAWC: SUPPLIER ACCEPTED WITH CHANGES***
- ***OPEN***
- ***SCOR: SUPPLIER CHANGE ORDER REQUEST***
- ***CCOR: CUSTOMER CHANGE ORDER REQUEST***
- ***CANREQ : CANCELLATION REQUEST***
- ***CANCELLED***
- ***PARTIALLY SHIPPED***
- ***SHIPPED***
- ***PARTIALLY RECEIVED***
- ***RECEIVED***

Q5. How many exception types regarding Purchase Orders are displayed in the Alert Matrix section?

There are 7 exception types displayed by default and 1 additional exception type selectable via 'My Workspace Configuration' menu.

- Go to the 'Process / Alert Matrix' section and click on 'Purchase Orders'.

You should see the following 'Purchase Orders' screen:

The screenshot shows the 'Purchase Orders' screen in SupplyOn. At the top, there is a header with the user 'trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy' and navigation links like 'My SupplyOn > My Workspace > Purchase Orders'. Below this is a search section with 'Active filter: Supplyon Default' and buttons for 'Quick Search' and 'Advanced Search'. A search criteria dropdown is set to 'Status'. The main area is a table with 16 rows of purchase order data. The table columns include 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, and Cust. Mat. No. The bottom of the screen shows a status bar with '16 entries', 'Select all Matches on Page', 'Entries per page: 50', and 'Page 1 of 1'.

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	Cust. Mat. No.
PO-171_1	010	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P01
PO-171_1	020	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P02
PO-171_1	030	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P03
PO-171_1	040	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P04
PO-171_1	050	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P05
PO-171_1	070	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P07
PO-171_1	090	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P09
PO-171_1	100	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P10
PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P11
PO-171_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P12
PO-171_3	010	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P13
PO-171_3	020	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P14
PO-171_3	030	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P15
PO-171_5	010	1	CALLUP	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_FC1
PO-171_5	020	1	CALLUP	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_FC2
PO-171_5	030	1	CALLUP	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_FC4

- Click on the empty dropdown box in the 'Advanced Search' tab.
- Select 'Status' as search criterion in the dropdown box.
- Check that 'Equal to' is shown in the logical operator field next to 'Status'.
- Select 'NEW ORDER PUBLISHED' as search criterion in the drop-down box in the third search field next to 'Equal to'.
- Click 'Add line' in the search section.

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My SupplyOn > My Workspace > Purchase Orders [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

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

[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 t...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Sup
<input type="checkbox"/> PO-all-200_6_01	010	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	MTF
<input type="checkbox"/> PO-all-200_6_01	020	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	030	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	040	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	050	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	060	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	070	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	080	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	090	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> PO-all-200_6_01	100	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	

299 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page [First](#) [Previous](#) | Page of 30 | [Next](#) [Last](#)

- Click on the empty drop-down box.
- Select 'Customer Material Number' as search criterion in the drop-down box.
- Check that 'Equal to' is shown in the logical operator field next to 'Customer Material Number'.
- Enter the customer material number 'CMN-XXX_P11' in the third search field next to 'Equal to' and click on 'Search'.

(XXX is a number between 002 and 200 provided by your trainer and is dedicated to the customer or supplier user with the same XXX number.).

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: Supplyon Default [View Search Area](#)

[Quick Search](#) [Advanced Search](#)

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

Customer Material Num equal to CMN-171_P11 [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...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cust. Mat. No.
<input type="checkbox"/> PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P11

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 First Previous | Page 1 of 1 | Next Last

You have now found all of the PO schedule lines with the customer material number 'CMN-XXX_P11' and the status 'NEW ORDER PUBLISHED'.

5.3 PO_Scenario 2: Validate Purchase Order without changes

This scenario shows how to validate a Purchase Order schedule line that has the status 'OPEN' without changes.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace' screen.
- Go to the 'PO Summary' section and click on the number of 'NEW ORDER PUBLISHED' which are 'New'.

The screenshot shows the 'My Workspace' interface with a 'PO Summary' table. The 'NEW ORDER PUBLISHED' row is highlighted with a red box, showing 10 'New' orders and a total of 10. The interface also includes a 'Process / Alert Matrix' table on the left and a 'User Configuration' sidebar on the right.

Process / Alert Matrix	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0	0	0
Supplier to commit	29	6	23		29
Demand Delta	11	5	8		11
Purchase Orders					
Spares order to check	2	2	0	0	2
Collab. rejected by customer	0	0	0	0	0
Collab. rejected by supplier	0	0	0	0	0
Accepted by customer but penalised	0	0	0	0	0
Non collaborative change	1		1		1
Late despatch advice	0	0	0	0	0
No goods receipt	3	3	0	0	3
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0	0			0
Below Signal: Stock on Hand	0			0	0
Above Max: Stock on Hand	1		1		1
Stock out: Projected Stock	3	3			3
Below Min: Projected Stock	3	3			3
Above Max: Projected Stock	1		1		1
Despatch Advice					
Draft					0
Error					0
Claimed UE					0

PO Summary	New	Total
Status		
NEW ORDER PUBLISHED	10	10
SUPPLIER ACCEPTED WITH CHANGES	0	0
OPEN	1	5
SUPPLIER CHANGE ORDER REQUEST	0	1
CUSTOMER CHANGE ORDER REQUEST	1	1
CANCELLATION REQUEST	1	1
CANCELLED	0	0
PARTIALLY SHIPPED	1	2
SHIPPED	0	0
PARTIALLY RECEIVED	1	1
RECEIVED	3	3
Total	18	24

You should see the 'Purchase Orders' screen displaying all PO schedule lines with status NEW ORDER PUBLISHED which are 'New':

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

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

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

Search | Reset

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	Supplier Planner ...	Cust. Mat. I
<input type="checkbox"/> PO-009_1	050	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_3	010	1	OTHER	-	KIT	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_3	020	1	OTHER	-	KIT	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_3	030	1	OTHER	-	KIT	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_5	010	1	CALLUP	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_5	020	1	CALLUP	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_5	030	1	CALLUP	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009
<input type="checkbox"/> PO-009_8	010	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009

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- Then go to the top of the 'Purchase Orders' screen to the 'Advanced Search' section and click on 'Add line'.
- Select 'Customer Material Number' in the drop-down box of the new line.
- Select 'equal to' in the second drop-down box and in the third drop-down box enter 'CMN-XXX_P11', where XXX is your assigned login number provided by your trainer, and click on the 'Search' button.
- Select the displayed PO schedule line and check what fields are editable by scrolling to the right.
- Click on the 'Actions' button in the lower section and in the appearing menu on 'Accept' to accept without changes.

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

NewForSup. equal to YES [Delete line](#)

Customer Material Num equal to CMN-009_P11 [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 L...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner ...	Cust. Mat. I
<input checked="" type="checkbox"/> PO-009_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009

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 | First Previous | Page 1 of 1 | Next Last

Q6. What happens to the PO status if you accept it without changes?

The status changes to 'OPEN'.

- Click on the 'Yes' button to confirm your choice.
- Check that a validation message appears at the top of the screen.

[My SupplyOn](#) > [My Workspace](#) > [Purchase Orders](#)

 Action performed successfully. The collaboration processing on PC TEAIR/TRGAIRBUK/1110/PO-171_2/010/1'' completed successfully.

You have accepted a PO schedule line without changes and its status changed to OPEN.

5.4 PO_Scenario 3: Supplier makes changes to a NEW ORDER PUBLISHED

This scenario shows how to make changes to PO schedule lines with the status 'NEW ORDER PUBLISHED'.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'PO Summary' and click on the number for 'NEW ORDER PUBLISHED' in the 'Total' column.

You should see the following 'Purchase Orders' screen displaying all PO schedule lines with status NEW ORDER PUBLISHED:

PO Line	PO SL	PO Type	PO Sub-Type	PO Document	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Cust. Mat. No.
PO-171_1_050	1	OTHER	-	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P05
PO-171_2_010	1	OTHER	SPARES	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P11
PO-171_2_020	1	OTHER	SPARES	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P12
PO-171_3_010	1	OTHER	-	KIT	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P13
PO-171_3_020	1	OTHER	-	KIT	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P14
PO-171_3_030	1	OTHER	-	KIT	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P15
PO-171_5_010	1	CALLUP	-	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_FC1
PO-171_5_020	1	CALLUP	-	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_FC2
PO-171_5_030	1	CALLUP	-	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_FC4

- Use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P05', where XXX is your assigned login number provided by your trainer.
- Scroll to the right until you reach the 'Promised Quantity' column.

Q7. Which columns can you perform changes to as a supplier?

You can change the quantity for 'Promised Quantity' and the 'Promised Date'.

- Reduce the promised quantity amount (for example, by 10).
- Select the PO schedule line in which you did the action.
- Click on 'Actions' in the lower section and then within the appearing menu, click on 'Modify'.

Q8. What happens to the PO schedule line status?

The PO schedule line status moves to SAWC: SUPPLIER ACCEPTED WITH CHANGES.

Q9. What happens to the PO schedule line status if the customer modifies the NOP PO?

It stays in 'NEW ORDER PUBLISHED'.

You have modified a PO schedule line. The initial status NOP has moved to SAWC.

Note: Suppliers also have the exclusive possibility to post on PO header level a comment on each PO, also known as 'Comment on non-collab data'. This possibility is shown in PO_Scenario 11 and following. Please refer to the customer matrix which customer is using this process.

5.5 PO_Scenario 4: Customer checks a new supplier proposal

In this scenario, the supplier has made previously propositions to a PO. It shows how the customer can check these proposals.

- **Connect to AirSupply as a customer** with the Login/ Password provided by your trainer.
 - Go to 'My Workspace'. The active filter has to be set to 'OOCXXX', where XXX is your assigned login number provided by your trainer.
 - Go to the 'PO Summary' and click on the number for 'SUPPLIER CHANGE ORDER REQUEST' in the 'Total' column.
 - Select the PO and click on 'Actions'.
- Q10.** What actions can you do as a customer for a PO schedule line with status 'Supplier Change Order Request'?
- You can accept the changes proposed by the supplier, reject the changes, make a new proposal, accept but penalize or request to cancel the Purchase Order schedule line.*
- Q11.** What is the consequence for each of the possible actions: accept, modify, reject and cancel?
- *Accept: You accept the changes proposed by the supplier. The PO schedule line status changes to 'OPEN'.*
 - *Accept but penalize: You accept the changes proposed by the supplier but you can keep the trace of the discrepancy between requested and promised dates. Then you are able to apply penalties as per his contractual agreement related to on time delivery calculation. The PO schedule line status changes to 'OPEN'. An alert, 'Accepted by customer but penalized', is raised.*
 - *Modify: You propose changes to the proposition of the supplier. The PO schedule line status changes to 'CUSTOMER CHANGE ORDER REQUEST'.*
 - *Reject: The PO schedule line status changes to 'OPEN'. An alert, 'Collab. rejected by customer', is raised.*
 - *Cancel: You request the supplier to cancel the PO schedule line. The PO schedule line status changes to 'CANCELLATION REQUEST'.*

5.6 PO_Scenario 5: Customer rejects supplier changes on a Purchase Order schedule line

In this scenario, the customer searches for PO schedule lines in which the supplier performed changes and rejects the changes.

- **Connect to AirSupply as a customer.**
- Go to 'My Workspace'. The active filter has to be set to 'OOCXXX', where XXX is your assigned login number provided by your trainer.
- Go to the 'PO Summary' and click on the number for 'SUPPLIER CHANGE ORDER REQUEST' in the 'Total' column.
- Select the PO and click on 'Actions'.
- Click on 'Reject'.

Q12. What happens to the status of the PO schedule line?

It goes back to OPEN and an alert, 'Collab. rejected by customer', is raised.

5.7 PO_Scenario 6: Customer cancels a Purchase Order schedule line

In this scenario, the customer cancels a schedule line.

- **Connect to AirSupply as a customer.**
- Go to the 'My Workspace' screen. The active filter has to be set to 'OOCXXX', where XXX is your assigned login number provided by your trainer.
- Go to the 'Process / Alert Matrix' section and click on Purchase Orders.

You should see the following 'Purchase Orders' screen displaying all PO Schedule Lines:

PO Line	PO SL	PO Type	PO Sub-Type	PO Document	Customer Organi.	ERP Plant	Ord. Off. Code	Supplier Site_City	Supp.Loc.No.	Cust. Mat. No.	
PO-171_1	010	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P01
PO-171_1	020	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P02
PO-171_1	030	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P03
PO-171_1	040	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P04
PO-171_1	050	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P05
PO-171_1	070	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P07
PO-171_1	090	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P09
PO-171_1	100	1	OTHER	-	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P10
PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P11
PO-171_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@A...	1110	OOC-171	trg-airfoilAB_171...	55820494	CMN-171_P12

- Use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_FC4'.
- Select the PO Schedule Line and click on 'Actions' in the lower section and within the appearing menu click on 'Cancel'.

trg-TRAINING@ AIRBUS UK - Jillings, Judy

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: OOC171 Hide Search Area

Quick Search | Advanced Search

Customer Material Num: equal to CMN-171_FC4 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 L...	Customer Organi...	ERP Plant	Ord. Off. Code	Supplier Site_City	Supp.Loc.No.	Cust. Mat. No.	
<input checked="" type="checkbox"/>	PO-171_5	030	1	CALLUP	-	Manual	trg-TRAINING@ A...	1110	OOC-171	trg-airfoilAB_171_...	55820494	CMN-171_FC4

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

Q13. What happens to the status of the cancelled PO schedule line?

The status of the PO changes from 'NEW ORDER PUBLISHED' to 'CANCELLED'. The PO schedule line is cancelled.

The PO schedule line is cancelled.

5.8 PO_Scenario 7: Collaborate on 'SPARES' PO sub-type

In this scenario, the supplier searches for a Purchase Order with the alert 'Spares order to check' and collaborates on it.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on 'Spares order to check' in the 'New' column.

The screenshot shows the 'Alert Overview' page in SupplyOn. The search filters are set to: PO alert type: equal to Spares order to check; Ignore Supplier: equal to Not ignored; Inactive since: equal to; New/Read Supplier: equal to New. The table below shows two matching alerts.

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...	Spares ...	PO Status	Ord. Of
<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 AOG	NEW ORDER PUBLISH...	Judy Jill	
<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 AOG	NEW ORDER PUBLISH...	Judy Jill	

- Use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P12', where XXX is your assigned login number provided by your trainer.
- Select the corresponding line and click on the 'Purchase Orders' button.

You should see the following screen:

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	Cust. Mat. No.
PO-171_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@A...	trg-TRAINING@AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P12

- Select the PO schedule line that you have selected in the previous step.
- Click on 'Actions' in the lower section and then within the appearing menu click on 'Accept'.
- An 'Action Confirmation' popup appears. Confirm by clicking on 'Yes'.

You have accepted the PO schedule line and resolved the 'Spares order to check' alert.

5.9 PO_Scenario 8: Supplier makes changes to Purchase Order 'KIT'

In this scenario, the supplier searches for a Purchase Order KIT and makes changes to the schedule line KIT Header to see what further impacts this action has.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on 'Purchase Orders'.
- Click on the empty drop-down box in the 'Advanced Search' tab.
- Select 'PO Document type' as search criterion in the drop-down box.
- Check that 'Equal to' is shown in the logical operator field next to 'PO Document type'.
- Select 'KIT' as search criterion in the drop-down box in the third search field next to 'Equal to'.

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Purchase Orders

Active filter: Supplyon Default

Quick Search | Advanced Search

PO Document type: [v] equal to: [v] Kit [v] Add line | Delete line

Search [v] Reset [v]

My search profiles [v] Manage [v]

Purchase Orders

SupplyOn Def. View [v] Manage [v]

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...	Cust. Mat. No.
<input type="checkbox"/>	PO-171_3	010	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P13
<input type="checkbox"/>	PO-171_3	020	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P14
<input type="checkbox"/>	PO-171_3	030	1	OTHER	-	KIT	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832	CMN-171_P15

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

Entries per page: 50

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- Use the 'Add line' function to find the Purchase Order schedule line with the Customer Material Number 'CMN-XXX_P13', where XXX is your assigned login number provided by your trainer, and the PO document type 'KIT'.
- Click on the Purchase Order number of the KIT once found (= link displayed in the 'PO' column).

You should see the following 'Schedule Lines' screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy
 My SupplyOn > My Workspace > Purchase Orders > PO Details Contact | Help for this page | Print

Order Details for PO: PO-171_3

PO: PO-171_3 PO Type: OTHER Purchasing Organization: AIRB
 Cust. Group: trg-TRAINING@AIRBUS PO Sub-Type: - Purchasing Group: ZSI
 Cust. Org.: TRGAIRBUK PO Document type: KIT
 Supplier Site_City: trg-airfoilAB_171_Coventry

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	Status	Unit
<input type="checkbox"/> 010	1110	1	Judy Jillings	+44 1179 69 3832	CMN-171 P13	VERT. COST.15 DEL.	SMN-171 P13	KIT DE COMPOSYSYSTEM RIG	NEW ORDER PUBLISHED	PCE
<input type="checkbox"/> 020	1110	1	Judy Jillings	+44 1179 69 3832	CMN-171 P14	STIFFENER-VERTICAL	SMN-171 P14	RIGIDI. VERT. COSTILLA 15 FW...	NEW ORDER PUBLISHED	PCE
<input type="checkbox"/> 030	1110	1	Judy Jillings	+44 1179 69 3832	CMN-171 P15	STIFFENER-LATERAL	SMN-171 P15	RIGIDI. LAT. COSTILLA 15 FWD ...	NEW ORDER PUBLISHED	PCE

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

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- Scroll to the right until you see the four following columns: 'Promised Quantity', 'Promised Date', 'KIT Header' and 'KIT Component'.

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy
 My SupplyOn > My Workspace > Purchase Orders > PO Details Contact | Help for this page | Print

Order Details for PO: PO-171_3

PO: PO-171_3 PO Type: OTHER Purchasing Organization: AIRB
 Cust. Group: trg-TRAINING@AIRBUS PO Sub-Type: - Purchasing Group: ZSI
 Cust. Org.: TRGAIRBUK PO Document type: KIT
 Supplier Site_City: trg-airfoilAB_171_Coventry

Header Addresses Header Text **Schedule Lines**

SupplyOn Def. View Manage... Reset all Filters

PO Line	Requested...	Requested date	Promised qua...	Promised date	Spares priority	KIT Header	KIT Component	P/gm. / MSN	Config. Standard	Config. Version	Config. Option	Elementary Delivery Site
<input type="checkbox"/> 010	6	03.09.2011	6	03.09.2011		Yes	No					Fitton-Plant
<input type="checkbox"/> 020	12	03.09.2011	12	03.09.2011		No	Yes					Fitton-Plant
<input type="checkbox"/> 030	18	03.09.2011	18	03.09.2011		No	Yes					Fitton-Plant

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

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Q14. How do you know that the first line is the KIT Header?

The column 'KIT Header' shows 'Yes'.

- Change the promised date in the first line and KIT Header to one month in the future.
- Click on 'Actions' in the lower the navigation and in the appearing menu on 'Modify'.

Q15. What happens to the 'Promised Date' for all the KIT components?

The 'Promised Date' of the KIT components changes to the same date that you changed the 'Promised Date' of the KIT Header to.

Statuses of PO schedule lines of header and components has been updated as well.

Note: Depending on the customer decision, you can change the date of a KIT component without an impact on the KIT Header.

- Check that you see a verification message:

My SupplyOn > My Workspace > Purchase Orders > PO Details
 Action performed successfully.The collaboration processing on PO 'TEAIR/TRGAIRBUK/1110/PO-171_3/010/1' completed successfully.

You have modified the promised date for the whole KIT PO schedule lines.

- Now change the promised quantity of the PO KIT Header line and click on modify (+1).

Q16. What happens to the 'Promised Quantity' for all the KIT components?

The promised quantity of the KIT components lines change automatically according to the new promised quantity of the KIT Header

You have modified the promised quantity for the whole KIT PO schedule lines.

5.10 PO_Scenario 9: Supplier reacts on new customer proposal

In this scenario, the supplier accepts the changes proposed by the customer.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'PO Summary' section and click on the number of 'CUSTOMER CHANGE ORDER REQUEST' in the 'Total' column.

You should see the following 'Purchase Orders' screen which displays all PO schedule line with Status 'CUSTOMER CHANGE ORDER REQUEST':

The screenshot shows the 'Purchase Orders' screen in SupplyOn. The search filter is set to 'CUSTOMER CHANGE ORDER REQUEST'. The table below shows the search results:

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	Cust. Mat. No.
PO-171_1	090	1	OTHER	-	Manual	trg-TRAINING@A...	trg-TRAINING@AJRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P09

- If necessary, use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P09', where XXX is your assigned login number provided by your trainer.
- Select the first line and click 'Actions' in the lower section and then within the appearing menu, click 'Accept'.

You have accepted the changes proposed by the customer.

Q17. What happens to the status of the PO if the supplier accepts the customer changes?

The status of the PO changes from 'CUSTOMER CHANGE ORDER REQUEST' to 'OPEN'.

5.11 PO_Scenario 10: Supplier reacts on a customer cancellation request

In this scenario, the supplier accepts a cancellation request from the customer.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'PO Summary' section and click on the number of 'CANCELLATION REQUEST' in the 'Total' column.

The screenshot shows the SupplyOn web interface for 'trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy'. The user is in the 'Purchase Orders' section. A search filter is applied: 'Status equal to CANCELLATION REQUEST'. The search results table is as follows:

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	Supplier Planner...	Cust. Mat. No.
PO-171_1	100	1	OTHER	-	Manual	trg-TRAINING@ A...	trg-TRAINING@ AIRBU...	1110	Judy Jillings	+44 1179 69 3832		CMN-171_P10

The interface also shows search options like 'Quick Search' and 'Advanced Search', and a 'My search profiles' section. At the bottom, there are navigation links like 'Back', 'Details', 'History', 'Upload', 'Download', 'Print', 'Related Documents', 'Actions', 'Send E-Mail', and 'Split'. The status bar indicates '1 entry' and 'Entries per page 50'.

- Use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P10', where XXX is your assigned login number provided by your trainer.
- Select the first line and click 'Actions' in the lower section and then within the appearing menu, click 'Accept'.

You have accepted the cancellation request proposed by the customer.

Q18. What happens to the status of the PO if the supplier accepts the customer cancellation request?

The status of the PO changes from 'CANCELLATION REQUEST' to 'CANCELLED'

5.12 PO_Scenario 11: Supplier enters comment on non-collab data

This is a special exercise for suppliers.

Please ask your trainer to provide special user accounts to perform the following exercises. Here you will learn how to post a comment on non collaborative data.

Customer: trg-oocXXX-so

Supplier: trg-plannerXXX-so

XXX is a number between 002 and 200. The material number includes the XXX number and is dedicated to the customer or supplier user with the same XXX number.

The exercise part numbering is structured as follows:

Purchase Order:

PO-XXX_Y, where Y can be 6, 7 and customer material 'CMN-XXX_PYY' or supplier material 'SMN-XXX_PYY' with YY from 17 to 21

Suppliers have the exclusive possibility to post on PO header level a comment on each PO, also known as 'Comment on non-collab data'. This 'comment on non-collab data' shall give the supplier the opportunity to react on certain data content in the PO which is not covered by the PO collaboration process (e.g. change of Incoterms) and might lead the supplier to not accept a PO or PO Line. Suppliers are only able to add such a comment if at least one PO Line is in status NOP or there is already on Non Collaborative Change in action and the PO is not closed for changes, e.g. status RECEIVED, CANCELLED or CANCELLATION REQUEST.

- **Connect to AirSupply as a supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on 'Purchase Orders'.

You should see the following 'Purchase Orders' screen displaying all PO schedule lines:

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	Cust. M
PO-009_1	010	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	020	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	030	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	040	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	050	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	070	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	090	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_1	100	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_3	010	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_3	020	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_3	030	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_5	010	1	CALLUP	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832	TR_001_SUPCOD	CMF
PO-009_5	020	1	CALLUP	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_5	030	1	CALLUP	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_6	010	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMF
PO-009_6	020	1										

- Use the 'Advanced Search' function to find the 'PO' equal to 'PO-XXX_6'.
- Click on any one of the three displayed lines named PO-XXX_6 in first column 'PO'.
- Select tab 'Header' in Order Details screen.
- Scroll down all the way until you see the text field 'Comment on non-collab data'.

Order Details for PO: PO-009_6

PO: PO-009_6 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_009_Coventry 49

Header | Addresses | Header Text | Schedule Lines

Payment terms code: Header Incoterm Description: Delivery Duty Unpaid
 Currency: GBP VAT Registration Number: GB89372554
 Total PO Amount: 19 624.54 Invoice contact:

Administrative Data

PO Header Creation Date: 30.09.2013 PO Header Pub. Date: 01.10.2013 16:24:41
 PO Header Creation User: PO Header Last Mod. Date: 01.10.2013 16:25:58

Additional Information

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:

Comment on non-collab data

Enter a text here (up to 1024 characters)

Back | Upload | Download | Print | Save Comment

- Enter a comment in text field and click on button 'Save Comment'.

You have entered a comment on non-collab data for a specific Purchase Order to let your customer know that there is an issue to be discussed. Then this customer will be informed of your comment by an increase in the alert counter "Comment on non collab data updated".

Q19. Is the supplier able to edit 'Comment on non-collab data' after saving?

Yes, you are able to edit 'Comment on non-collab data' as long as at least one PO Line is in status NOP. If PO Lines are all in status other than NOP no further editing is possible. Note: Suppliers should first work on 'Comment on non-collab data' before to switch the status of respective PO Lines.

5.13 PO_Scenario 12: Supplier edits a 'Non collaborative change' alert

This is a special exercise for suppliers.

Here you will learn how to consult an alert "Non collaborative change" from your customer and find out what has been changed in the PO.

- **Connect to AirSupply as a supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section 'Purchase Orders' and click on any number in the line next to 'Non collaborative change'.

Q20. How does a non collaborative change appear in AirSupply?

The customer has updated an existing Purchase Order with new data in data fields that are not designed for collaboration. At the supplier a 'Non collaborative change' alert will appear.

My SupplyOn > My Workspace Contact | Help for this page | Print
Cindy Miller / trg-planner009-so

Process / Alert Matrix						PO Summary				User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter	
Forecast ▾										
Customer to review	0	0	0		0	NEW ORDER PUBLISHED	10	10	Supplyon Default	
Supplier to commit	29	6	23		29	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration	
Demand Delta	11	5	6		11	OPEN	1	5	Inventor Projection Configuration	
Purchase Orders										
Spares order to check	2	2	0	0	2	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration	
Collab. rejected by customer	0	0	0	0	0	CUSTOMER CHANGE ORDER REQUEST	1	1	Summary	
Collab. rejected by supplier	0	0	0	0	0	CANCELLATION REQUEST	1	1	Alert Overview	
Accepted by customer but penalised	0	0	0	0	0	CANCELLED	0	0	Master Data	
Non collaborative change	1	1	1	1	1	PARTIALLY SHIPPED	1	2	Material Master Data	
Late despatch advice	0	0	0	0	0	SHIPPED	0	0	Desp. Adv. Settings	
No goods receipt	3	3	0	0	3	PARTIALLY RECEIVED	1	1	Supplier Organisation Settings	
VMI										
Stock out: Stock on Hand	0	0			0	RECEIVED	3	3	Language	
Below Min: Stock on Hand	0	0			0	Total	18	24	English	
Below Signal: Stock on Hand	0			0	0					
Above Max: Stock on Hand	1		1		1					
Stock out: Projected Stock	3	3			3					
Below Min: Projected Stock	3	3			3					
Above Max: Projected Stock	1		1		1					
Despatch Advice ▾										
Draft					0					
Error					0					
Claimed UE					0					

trg-TRAINING@ 002-SupAirfoil SO - Miller, Cindy

My SupplyOn > My Workspace > Alert Overview [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

PO:PO alert type	equal to	Non collaborative change	Delete line
Ignore Supplier	equal to	Not ignored	Delete line
Inactive since	equal to		Delete line
New/Read Supplier	equal to	New	Add line Delete line

[Search](#) | [Reset](#)

My search profiles
 [Manage...](#)
[E-Mail notification](#)

PO Alerts (1) | [Forecast Alerts \(20\)](#) | [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...	Sp:
<input type="checkbox"/> Non collaborative change	Medium	trg-TRAI...	T...		1110 PO-002_7	010	1	CMN-002_P20	Safety Foam	SMN-002_P20	Safety Foam	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](#)

- Select first PO Line in Order Details screen and click on button 'Purchase Orders'.
- Select first PO Line in Order Details screen and click on button 'History'.
- Check for any non collaborative changes in 'Purchase Order History' screen.

trg-TRAINING@ 002-SupAirfoil SO - Miller, Cindy

My SupplyOn > My Workspace > Purchase Orders > Purchase Order History [Contact](#) | [Help for this page](#) | [Print](#)

Purchase Order History

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

Change history for: TECUS/TRGCUSTUK/1110/PO-002_7 010/1 - Changes from 22.08.2011 to 21.08.2012 [Search](#)

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-1820280	18.08.2012 09:32	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

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5 entries: Entries per page 50 [First](#) [Previous](#) | Page 1 of 1 | [Next](#) [Last](#)

Suppliers have the opportunity to place a 'Comment on non-collab data' to react on this non collaborative change by the customer.

- Click on button 'Back' to return to the Order Details screen.
- Click on the 'PO'.
- Select tab 'Header' in Order Details screen.

- Scroll down all the way until you see the text field 'Supplier Comment on non-collab data'.
- Enter a comment in text field and click on button 'Save Comment'.

You have entered a comment on non-collab data as an answer to a non collaborative change from the customer.

5.14 PO_Scenario 13: Customer edits 'My Workspace' view

This is a special exercise for customer.

- **Connect to AirSupply as a customer** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Click on 'My Workspace Configuration'.

My SupplyOn > My Workspace

Contact | Help for this page | Print

Judy Jillings / trg-00c009-so

Process / Alert Matrix	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0	0	0
Supplier to commit	0	120	400		520
Demand Delta	200	100	100		200
Purchase Orders					
Spares order to check	0	0	0	0	0
Collab. rejected by customer	0		0		0
Collab. rejected by supplier	0		0		0
Accepted by customer but penalised	0		0		0
Non collaborative change	0		0		0
Late despatch advice	0	0	0	0	0
No goods receipt	80	80	0	0	80
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0	0			0
Above Max: Stock on Hand	20		20		20
Stock out: Projected Stock	60	60			60
Below Min: Projected Stock	60	60			60
Above Max: Projected Stock	20		20		20
Despatch Advice					
Draft					0
Error					0
Claimed UE					0
Stock Information					

PO Summary	New	Total
Status		
NEW ORDER PUBLISHED	0	200
SUPPLIER ACCEPTED WITH CHANGES	0	0
OPEN	0	100
SUPPLIER CHANGE ORDER REQUEST	20	20
CUSTOMER CHANGE ORDER REQUEST	0	20
CANCELLATION REQUEST	0	20
CANCELLED	0	0
PARTIALLY SHIPPED	40	40
SHIPPED	60	60
PARTIALLY RECEIVED	0	40
RECEIVED	0	80
Total	120	580

User Configuration

Active filter: **Supplyon Default**

My Workspace Configuration

Inventory Projection Configuration

Summary

Alert Overview

Master Data

Material Master Data

Customer Site Settings

Language

English



- Go to Process / Alert Matrix and tick line 'Comment on non-collaborative data updated' in section Purchase Orders.

My SupplyOn > My Workspace > My Workspace Configuration Contact | Help for this page | Print

My Workspace Configuration **Inventory Projection Configuration**

Active filter

Customer Group: Supplier Group:
 Clear Selection [Clear Selection](#)

Customer Organisation: Supplier Organisation:
 Clear Selection [Clear Selection](#)

Cust. Site (Code): Supplier Site_City:
 Clear Selection [Clear Selection](#)

Ord. Off. Name (Code): Supplier Planner Code:
 Clear Selection [Add Ord. Officer](#) [Clear Selection](#)

Save configuration
 Supplyon Default [Manage...](#)

Display rows

Process / Alert Matrix

Forecast

- Customer to review
- Supplier to commit
- Demand Delta

Purchase Orders

- Spares order to check
- Collab. rejected by customer
- Collab. rejected by supplier
- Accepted by customer but penalised
- Non collaborative change
- Late despatch advice
- No goods receipt
- Comment on non-collaborative data updated**

VMI

- Stock out: Stock on Hand
- Below Min: Stock on Hand
- Below Signal: Stock on Hand
- Above Max: Stock on Hand
- Stock out: Projected Stock
- Below Min: Projected Stock
- Above Max: Projected Stock

PO Summary

- NEW ORDER PUBLISHED
- SUPPLIER ACCEPTED WITH CHANGES
- OPEN
- SUPPLIER CHANGE ORDER REQUEST
- CUSTOMER CHANGE ORDER REQUEST
- CANCELLATION REQUEST
- CANCELLED
- PARTIALLY SHIPPED
- SHIPPED
- PARTIALLY RECEIVED
- RECEIVED
- Total

[Back](#)

- Name the profile for example 'Comment non collab', click on 'Manage' and 'Create New'.
- Click again on 'Manage' and select the entry 'Set as/reset to default'.
- Click on 'My Workspace' and select the new default in the 'Active filter' field.

My SupplyOn > My Workspace Contact | Help for this page | Print

Judy Jillings / trg-00c009-so

Process / Alert Matrix	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0		0
Supplier to commit	0	120	400		520
Demand Delta	200	100	100		200
Purchase Orders					
Spares order to check	0	0	0	0	0
Collab. rejected by customer	0	0	0		0
Collab. rejected by supplier	0	0	0		0
Accepted by customer but penalised	0	0	0		0
Non collaborative change	0	0	0		0
Late despatch advice	0	0	0	0	0
No goods receipt	80	80	0	0	80
Comment on non-collaborative data updated	2		2		2
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0	0			0
Above Max: Stock on Hand	20		20		20
Stock out: Projected Stock	60	60			60
Below Min: Projected Stock	60	60			60
Above Max: Projected Stock	20		20		20
Despatch Advice					
Draft					0
Error					0
Claimed UE					0
Stock Information					

PO Summary

Status	New	Total
NEW ORDER PUBLISHED	0	200
SUPPLIER ACCEPTED WITH CHANGES	0	0
OPEN	0	100
SUPPLIER CHANGE ORDER REQUEST	20	20
CUSTOMER CHANGE ORDER REQUEST	0	20
CANCELLATION REQUEST	0	20
CANCELLED	0	0
PARTIALLY SHIPPED	40	40
SHIPPED	60	60
PARTIALLY RECEIVED	0	40
RECEIVED	0	80
Total	120	580

User Configuration

Active filter
 Comment non collab

My Workspace Configuration
 Inventory Projection Configuration

Summary
 Alert Overview
 Master Data
 Material Master Data
 Customer Site Settings
 Language
 English

You have activated the customer alert 'Comment on non-collaborative data updated' and will be from now on informed about any new 'Comment on non-collab data' provided by your suppliers.

Q21. How many alerts are now displayed in My Workspace next to 'Comment on non-collaborative data updated'?

The customer will see 2 alerts 'Comment on non-collaborative data updated' due to supplier comments on non-collab data from exercises PO_Scenario 11 & 12.

5.15 PO_Scenario 14: Customer works with alert 'Comments on non-collaborative data updated'

This is a special exercise for customer.

- **Connect to AirSupply as a customer** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section 'Purchase Orders' and click on any number in the line next to 'Comment on non-collaborative data updated'.

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast									
Customer to review	0	0	0		0	NEW ORDER PUBLISHED	0	200	Comment non collab
Supplier to commit	0	120	400		520	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Demand Delta	200	100	100		200	OPEN	0	100	Inventory Projection Configuration
Purchase Orders									
Spares order to check	0	0	0	0	0	SUPPLIER CHANGE ORDER REQUEST	20	20	Summary
Collab. rejected by customer	0				0	CUSTOMER CHANGE ORDER REQUEST	0	20	Alert Overview
Collab. rejected by supplier	0				0	CANCELLATION REQUEST	0	20	Master Data
Accepted by customer but penalised	0				0	CANCELLED	0	0	Material Master Data
Non collaborative change	0				0	PARTIALLY SHIPPED	40	40	Customer Site Settings
Late despatch advice	0	0	0	0	0	SHIPPED	60	60	Language
No goods receipt	80	80	0	0	80	PARTIALLY RECEIVED	0	40	English
Comment on non-collaborative data updated	2		2		2	RECEIVED	0	80	
VMI									
Stock out: Stock on Hand	0	0			0	Total	120	580	
Below Min: Stock on Hand	0	0			0				
Below Signal: Stock on Hand	0			0	0				
Above Max: Stock on Hand	20		20		20				
Stock out: Projected Stock	60	60			60				
Below Min: Projected Stock	60	60			60				
Above Max: Projected Stock	20		20		20				
Despatch Advice									
Draft					0				
Error					0				
Claimed UE					0				

- Click on the 'PO number' 'PO-XXX_6', where XXX is your assigned login number provided by your trainer.

My SupplyOn > My Workspace > Alert Overview [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Comment non collab* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

PO/PO alert type	equal to	Comment on non-collaborat	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 [Manage...](#)

E-Mail notification

PO Alerts (2) | Forecast Alerts (300) | VMI Alerts (160) | SBI Alerts (60) | MD Alerts (700)

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

PO alert type	Priority	Supplier Site_City	Supp. Loc...	Cu...	ERP...	PO number	PO...	S...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO Su...	Spares
<input type="checkbox"/> Comment on non-collab...	Medium	trg-airfoilSO_009_...	55820494	TR...	1110	PO-009_7	010	1	CMN-009_P20	Safety Foam	SMN-009_P20	Safety Foam	OTHER	-	
<input type="checkbox"/> Comment on non-collab...	Medium	trg-airfoilSO_009_...	55820494	TR...	1110	PO-009_6	010	1	CMN-009_P17	Bolt	SMN-009_P17	Bolt	OTHER	-	

[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](#)

- Scroll down all the way until you see the text field 'Comment on non-collab data'.

My SupplyOn > My Workspace > Purchase Orders > PO Details [Contact](#) | [Help for this page](#) | [Print](#)

Order Details for PO: PO-009_6

PO:	PO-009_6	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_009_Coventry 49				

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

Batch Number Customer: Quotation Date: 25.09.2013

Batch Number Supplier: Sales Person: Jim Goldman

Delivery / Invoice Data

Payment terms:	Payment Terms AirSupply Aug. 2010	Header Incoterm:	DDU
Payment terms code:		Header Incoterm Description:	Delivery Duty Unpaid
Currency:	GBP	VAT Registration Number:	GB899372554
Total PO Amount:	19 624.54	Invoice contact:	

Administrative Data

PO Header Creation Date:	30.09.2013	PO Header Pub. Date:	01.10.2013 16:24:41
PO Header Creation User:		PO Header Last Mod. Date:	02.10.2013 21:29:19

Additional Information

Ordering Officer E-Mail:	Amendment:	Flex. Header Field 6:	
Final Customer Name:	Flex. Header Field 7:	Flex. Header Field 7:	
Flex. Header Field 4:	Flex. Header Field 8:	Flex. Header Field 8:	
Flex. Header Field 5:	Flex. Header Field 9:	Flex. Header Field 9:	
	Flex. Header Field 10:	Flex. Header Field 10:	

Comment on non-collab data

We are sorry but we can't accept...

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

Q22. Is the customer able to edit in text field 'Comment on non-collab data'?

No, the customer cannot edit the 'Comment on non-collab data', only suppliers are able to edit the content if at least one PO Line is in status NOP.

5.16 PO_Scenario 15: Supplier splits a Purchase Order schedule line

In this scenario, the supplier splits a PO schedule line as he cannot deliver all the quantity ordered by his customer at the requested date.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click on Purchase Orders.

You should see the following 'Purchase Orders' screen displaying all PO schedule lines:

The screenshot shows the 'Purchase Orders' screen in the SupplyOn system. The interface includes a search bar at the top with 'Active filter: Supplyon Default' and options for 'Quick Search' and 'Advanced Search'. Below the search bar is a table of purchase order schedule lines. The table has columns for PO, PO Line, PO SL, PO Type, PO Sub-Type, PO Document, Cust. Group, Customer Organization, ERP Plant, Ord. Off. Name, and Ord. Off. Phone. The table contains 18 rows of data, all with PO-009 as the PO number. The bottom of the screen shows a pagination bar with '26 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page' set to 50, and 'Page 1 of 1'.

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone
PO-009_1	010	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	020	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	030	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	040	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	050	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	070	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	090	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_1	100	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_10	010	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_10	020	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_3	010	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_3	020	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832
PO-009_3	030	1	OTHER	-	KIT	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832

- Use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P29'.
- Select the PO schedule line and click on 'Split' in the lower section.

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Customer Material Num: contains CMN-009_P29 Delete line

Add line | Delete line

Search | Reset My search profiles Manage...

Purchase Orders

SupplyOn Def. View Reset all Filters

PO	PO Line	PO SL	Ord. Off. Phone	Supplier Planner ...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material D
<input checked="" type="checkbox"/>	PO-009_10	010	1	+44 1179 69 3832	CMN-009_P29	CABIN ATTENDANT SEAT Type E	SMN-009_P29	AIRB7S53#CABIN /

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 | Next | Last

A pop-up window opens.

Split of Purchase Order Schedule Line PO-009_10 / 010 / 1

Original SL

Original SL	1	Requested quantity	26	Requested date	24.04.2014
		Promised quantity	26	Promised date	24.04.2014

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	1	Requested quantity	26	Requested date	24.04.2014
		Promised quantity	<input type="text" value="25"/>	Promised date	<input type="text" value="24.04.2014"/>
New SL	2	Requested quantity	999 999	Requested date	24.04.2014
		Promised quantity	<input type="text" value="1"/>	Promised date	<input type="text" value="24.04.2014"/>

Q23. Is it possible to split an original PO schedule line in more than 2 lines ? Is there any restriction behind a multiple split process?

Yes original PO schedule lines can be split into two or more lines. However, 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.


- Reduce the promised quantity of the 'changed original schedule line' to 20.
- Increase the promised quantity of the 'new schedule line' to 6.
- Change the promised date of the 'new schedule line' by adding 7 days to the displayed date.
- Click on 'Save'.

Q24. How many PO schedule lines exist after the split action ? What happened to the status of the split PO schedule line who was in status 'NEW ORDER PUBLISHED'?

After a split action from a 'NEW ORDER PUBLISHED' schedule line, there are 2 lines: the changed original and new schedule lines. The status of the above lines is 'SUPPLIER ACCEPT WITH CHANGES'.

- Check that you see a verification message:

[My SupplyOn](#) > [My Workspace](#) > [Purchase Orders](#) > [PO Details](#)

 Action performed successfully. PO schedule line 'PO-009_10 / 010 / 1' was split, new line is 'PO-009_10 / 010 / 2'.

You have split a PO schedule line and proposed to deliver the quantity requested by your customer to 2 different dates.

5.17 PO_Scenario 16: Customer rejects a split action initiated by a supplier

In this scenario, the customer searches for PO schedule lines in a specific status and realise that supplier has performed changes via a split action. The customer rejects the changes.

- **Connect to AirSupply as a customer.**
- Go to 'My Workspace'. The active filter has to be set to 'OOCXXX', where XXX is your assigned login number provided by your trainer.

Q25. Is there a dedicated alert in 'My Workspace' when PO schedule lines are split by a supplier?

No dedicated alert exists in 'My Workspace' to advise customers about split PO schedule lines waiting to be collaborated. The following hints will 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.*
- Go to the 'PO Summary' and click on the number for 'SUPPLIER ACCEPTED WITH CHANGES' in the 'Total' column.

You should see the following 'Purchase Orders' screen:

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Status: [dropdown] equal to [dropdown] SUPPLIER ACCEPTED WITH CHANGES | Add line | Delete line

My search profiles: [dropdown] Manage... [dropdown]

Search | Reset

Purchase Orders

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

PO	PO Line	PO SL	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Ord
<input type="checkbox"/> PO-009_10	010	1	NT ... SUPPLIER ACCEPTED WITH CHANGES	PCE	26	24.04.2014	20	24.04.2014		
<input type="checkbox"/> PO-009_10	010	2	NT ... SUPPLIER ACCEPTED WITH CHANGES	PCE	999 999	24.04.2014	6	01.05.2014		

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

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

- Select the PO schedule line corresponding to the 'changed original schedule line' (PO line 10, schedule line 1) and click on 'Actions'.
- Click on 'Reject' and then on 'Yes' in the 'Action Confirmation' pop-up window.

- Select the PO schedule line corresponding to the 'new schedule line' (PO line 10, schedule line 2) and click on 'Actions'.
- Click on 'Cancel' and then on 'Yes' in the 'Action Confirmation' pop-up window.

The PO should now look like as follows:

My SupplyOn > My Workspace > Purchase Orders > PO Details Contact | Help for this page | Print

Order Details for PO: PO-009_10

PO: PO-009_10 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_009_Coventry 49

Header Addresses Header Text Schedule Lines

SupplyOn Def. View Manage... Reset all Filters

PO Line	at No.	Supplier Material Description	Status	Unit of ...	Request..	Requested d...	Promised q...	Promised date	Spare...	Sales Order	Kit H
<input type="checkbox"/> 010	9_P29	AIRB7S53#CABIN ATTENDA...	NEW ORDER PUBLISHED	PCE	26	24.04.2014	26	24.04.2014			No
<input type="checkbox"/> 020	9_P30	AIRB7S57#CABIN ATTENDA...	OPEN	PCE	34	24.04.2014	34	24.04.2014			No
<input type="checkbox"/> 010	9_P29	AIRB7S53#CABIN ATTENDA...	CANCELLED	PCE	999 999	24.04.2014	999 999	24.04.2014			No

3 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 Download Print Related Documents Actions Send E-Mail Save Comment

The split performed by the supplier has been rejected. Therefore, the initial values have been restored on the 'original schedule line' and the 'new schedule line' has been cancelled.

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6 Despatch Advice

6.1 Scenario 1: Administration of Master Data for Despatch Advice (for supplier)

This scenario is dedicated to the supplier administration of Despatch Advice.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Click 'Desp. Adv. Settings' in the 'Master Data' section.

You should see the 'Supplier Organisation Settings' screen:

Type	ID	Name	Name 2	Street	Zip code	City	Country
Control Point	10009570	trg-TRAINING@ 171-SupAirf...		Wilsons Lane Longford M6 J.	CV6 6HL	Coventry	Sierra Leone

- Mouse over 'Add' and click 'Add Ship-from Address'.

New Ship-from Address

Name: ID:

Street: Postbox:

City: Postal Code Postbox:

Country: Zip Code City:

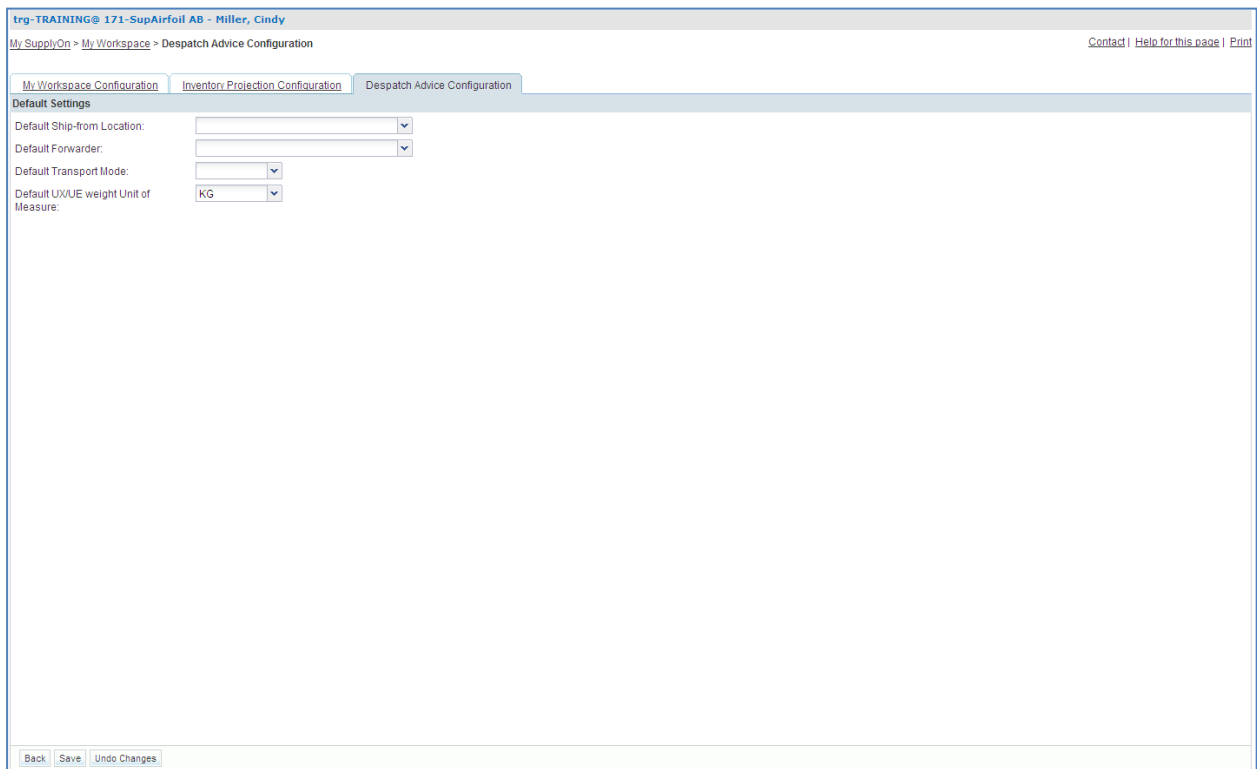
State:

VAT-ID: Tax Number:

DUNS: Time Zone:

- Enter for the ship-from address as name 'Factory Site 1' and define the street, city and select a country from the dropdown list. Enter for example, as street 'Samplestreet', as city 'Samplecity' and as country 'United Kingdom'. You can also define a Ship-from Address ID and associate with the address the corresponding DUNS number.
- Click 'Save' to save the ship-from address.
- Perform the same steps with a forwarder address (name=Usual Forwarder 1).
- Click 'Back' to get back to the 'My Workspace' screen.
- Click 'Despatch Advice Configuration' in the user configuration section in 'My Workspace'.

You should see the following 'Despatch Advice Configuration' screen:



- Click on the dropdown box to the right of 'Default Ship-from Location'. Select 'Factory Site 1'.
- Click on the dropdown box to the right of 'Default Forwarder'. Select 'Usual Forwarder 1'.
- Select 'ROAD' as 'Default Transport Mode'.
- Select 'KG' as 'Default UX/UE weight Unit of Measure'.

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My SupplyOn > My Workspace > Despatch Advice Configuration [Contact](#) | [Help for this page](#) | [Print](#)

My Workspace Configuration | Inventory Projection Configuration | **Despatch Advice Configuration**

Default Settings

Default Ship-from Location:

Default Forwarder:

Default Transport Mode:

Default UXUUE weight Unit of Measure:

- Click on the 'Save' button in the lower section to save the default Despatch Advice configuration.

Q1. Where is the impact of the data that you have defined?

When you create a Despatch Advice these four settings will be selected automatically in the header data.

6.2 Scenario 2: Create a Despatch Advice

This scenario is dedicated to a Despatch Advice creation.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Despatch Advice'.
- Click on the 'Despatch Advice Creation' button on the appearing menu.

You should see the 'Despatch Advice' screen displaying the 'Create Desp. Adv.' tab:

The screenshot shows the 'Despatch Advice' screen in SupplyOn. The top navigation bar includes 'My SupplyOn > My Workspace > Despatch Advice'. Below this, there are search filters and a 'Create Desp. Adv.' button. The main area contains a table with the following columns: Cust. Group, Cust. Org., ERP Plant, Supplier, Supp. Mat. No., Supplier Material Descri., PO / VMI refere., PO Line, PO SL, Ordering, Ship-to country, Ship-to city, Final Delivery Location, Requested Date, and Requested q. The table lists 22 entries for various materials like 'Assy Pitot Tube Type 5', 'AIRB7S14#CABIN ATTE...', 'Support Ramp Bracket 51', etc.

Cust. Group	Cust. Org.	ERP Plant	Supplier	Supp. Mat. No.	Supplier Material Descri.	PO / VMI refere.	PO Line	PO SL	Ordering	Ship-to country	Ship-to city	Final Delivery Location	Requested Date	Requested q.
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_FC4	Assy Pitot Tube Type 5	PO-171_5	030	1	CALLUP	Filton	AIRB_UK_LE_1011	08.08.2011	2		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P02	AIRB7S14#CABIN ATTE...	PO-171_1	020	1	OTHER	Filton	AIRB_UK_LE_1011	08.08.2011	44		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V1	Support Ramp Bracket 51	VV01-171	010		VMI_PLA...	Filton	AIRB_UK_LE_1011	21.08.2011	400		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V2	Lever 445x67	VV02-171	020		VMI_PLA...	Filton	AIRB_UK_LE_1011	21.08.2011	400		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_FC1	TA5070 3x6 TUBE	PO-171_5	010	1	CALLUP	Filton	AIRB_UK_LE_1011	21.08.2011	100		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V1	Support Ramp Bracket 51	VV01-171	010		VMI_PLA...	Filton	AIRB_UK_LE_1011	24.08.2011	1 000		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V2	Lever 445x67	VV02-171	020		VMI_PLA...	Filton	AIRB_UK_LE_1011	25.08.2011	100		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P07	AIRB7S57#CABIN ATTE...	PO-171_1	070	1	OTHER	Filton	AIRB_UK_LE_1011	01.09.2011	34		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P10	AIRB7S67#CABIN ATTE...	PO-171_1	100	1	OTHER	Filton	AIRB_UK_LE_1011	01.09.2011	34		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P05	AIRB7S53#CABIN ATTE...	PO-171_1	050	1	OTHER	Filton	AIRB_UK_LE_1011	01.09.2011	26		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P04	AIRB7S44#CABIN ATTE...	PO-171_1	040	1	OTHER	Filton	AIRB_UK_LE_1011	01.09.2011	44		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P11	Brake Disc Assy 32"	PO-171_2	010	1	OTHER	Filton	AIRB_UK_LE_1011	02.09.2011	2		
trg-TRAINI...	TRGAIRB...	1110	CMIN-171_FC2	Winglet Performance Ve...	PO-171_5	020	1	CALLUP	Filton	AIRB_UK_LE_1011	02.09.2011	2		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P12	Brake Disc Assy 34"	PO-171_2	020	1	OTHER	Filton	AIRB_UK_LE_1011	02.09.2011	8		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P14	RIGIDI. VERT. COSTILL...	PO-171_3	020	1	OTHER	Filton	AIRB_UK_LE_1011	03.09.2011	12		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P15	RIGIDI. LAT. COSTILL...	PO-171_3	030	1	OTHER	Filton	AIRB_UK_LE_1011	03.09.2011	18		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P03	AIRB7S17#CABIN ATTE...	PO-171_1	030	1	OTHER	Filton	AIRB_UK_LE_1011	03.09.2011	38		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P13	KIT DE COMPOSYSYSTEM...	PO-171_3	010	1	OTHER	Filton	AIRB_UK_LE_1011	03.09.2011	6		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_P09	AIRB7S62#CABIN ATTE...	PO-171_1	090	1	OTHER	Filton	AIRB_UK_LE_1011	14.09.2011	30		
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V1	Support Ramp Bracket 51	VV01-171	010		VMI	Filton	AIRB_UK_LE_1011				
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V2	Lever 445x67	VV02-171	020		VMI	Filton	AIRB_UK_LE_1011				
trg-TRAINI...	TRGAIRB...	1110	SMIN-171_V3	Handle 4557	VV03-171	030		VMI	Filton	AIRB_UK_LE_1011				

- Then go to the 'Advanced Search' section.
- Select 'Supplier Material Number' in the drop-down box of the new line.
- Select 'contains' in the second drop-down box and in the third drop-down box enter 'FC' and click on the 'Search' button.

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My SupplyOn > My Workspace > Despatch Advice Contact | Help for this page | Print

Active filter: Supplyon Default Hide Search Area

Quick Search | Advanced Search

Supplier Material Numb contains SMN-171_FC Add line | Delete line

Search | Reset My search profiles Manage...

Create Desp. Adv. | **Desp. Adv. Overview**

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

Cust. Group	Cust. Org.	ERP Plant	Supplier...	Supp. Mat. No. ^	Supplier Material Descri...	PO / VMI refere...	PO Line	PO SL	Ordering...	Ship-to country	Ship-to city	Final Delivery Location	Requested Date	Requested q...
trg-TRAINI...	TRGAIRB...	1110		SMN-171_FC1	TA5070 3X6 TUBE	PO-171_5	010	1	CALLUP		Fillton	AIRB_UK_LE_1011	21.08.2011	100
trg-TRAINI...	TRGAIRB...	1110		SMN-171_FC4	Assy Pitot Tube Type 5	PO-171_5	030	1	CALLUP		Fillton	AIRB_UK_LE_1011	08.08.2011	2

Back | Send E-Mail | Create Despatch Advice | Related Documents

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

- Select the 2 PO schedule lines for grouping them into one Despatch Advice.
- Click on the 'Create Despatch Advice' button in the lower section.

You should see the following 'Despatch Advice Details' screen:

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My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details Contact | Help for this page | Print

Elementary Units | Expedition Units | Header Data

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

Nu...	UE number	UE Status	PO / VMI refere...	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of UE [...]	DA Rem. Qty.	Shipped quant...	Split U
1		DRAFT	PO-171_5	010	1	SMN-171_FC1	CMN-171_FC1		TUBE TA5070 3X...	0	0	100	
2		DRAFT	PO-171_5	030	1	SMN-171_FC4	CMN-171_FC4		PITOT TUBE ASS...	0	0	2	

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit

Q2. What are the three elements composing a Despatch Advice?

Header data, Expedition Unit (UX) and Elementary Unit (UE). All these elements are mandatory.

- Scroll to the right until you see the 'Batch number' and 'Serial Number' column.
- Enter any batch number in the 'Batch number' column field for one Elementary Units (for example: 001).

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details [Contact](#) | [Help for this page](#) | [Print](#)

Elementary Units | Expedition Units | Header Data

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

<input type="checkbox"/>	Weight of U...	DA Rem. Qty.	Shipped qu...	Split UE	UoM	Serial Number	Batch number	Manufacture d...	Expiry Date	Concession n...	Certificate ty
<input type="checkbox"/>	0	0	30		PCE	Show / Edit (0)					
<input type="checkbox"/>	0	0	30		PCE	Show / Edit (0)					

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit

- Click in the 'Serial Number' column on 'Show / Edit (0)' for the first Elementary Unit.
- Enter for the 'Fixed prefix': SN; for the 'Start value': 001; for the total for the 'Increment':1.

Add Serial Numbers for Elementary Unit No. 0
You can either generate serial numbers by entering start value and increment, or you can copy & paste up to 500 numbers (separated by ;) to the list.

Serial Number Generator

Fixed prefix:
 Start value:
 Number of values:
 Increment:

Insert Serial Numbers (up to 500)

Serial Numbers (0 already created)

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	Click here to enter S/N manually

- When you click on the 'Number of values' the system will add the number itself equal to material quantity to be shipped.
- Click 'Add to list' to create a serial number for each item.
- Click 'Apply' to apply the serial numbers to the Elementary Unit.

Add Serial Numbers for Elementary Unit No. 0
You can either generate serial numbers by entering start value and increment, or you can copy & paste up to 500 numbers (separated by ;) to the list.

Serial Number Generator

Fixed prefix:
 Start value:
 Number of values:
 Increment:

Insert Serial Numbers (up to 500)

Serial Numbers (100 already created)

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	97	SN97
<input type="checkbox"/>	98	SN98
<input type="checkbox"/>	99	SN99
<input type="checkbox"/>	100	SN100
<input type="checkbox"/>	101	Click here to enter S/N manually

- Click on the 'Serial Number' column on 'Show S/N' for the second Elementary Unit.

- Enter manually into the 'Insert Serial Numbers' field the amount of serial numbers equal to the number of items for the Elementary Unit. Enter the serial numbers separated by a semicolon: SN001; SN002; etc.

Add Serial Numbers for Elementary Unit No. 0

You can either generate serial numbers by entering start value and increment, or you can copy & paste up to 500 numbers (separated by ;) to the list.

Serial Number Generator

Fixed prefix:

Start value:

Number of values:

Increment:

Insert Serial Numbers (up to 500)

Serial Numbers (0 already created)

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	Click here to enter S/N manually

- Click on 'Add to list'.
- Click 'Apply' to apply the serial numbers to the Elementary Unit.
- Then, fill only one of the mandatory fields for the 2 Elementary Units as the Manufacture date. A field is mandatory if it is marked yellow. The second one will be handled at the end to simulate an error message.

If you have made mistakes, an error message will appear in the top of the screen. In this case follow the instructions of the message and check if you have followed all the steps of the exercise (e.g. no yellow fields are empty).

- Now click on the 'Expedition Units' tab.

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My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details Contact | Help for this page | Print

Elementary Units **Expedition Units** Header Data

SupplyOn Def. Vie

No.	UE number	UE Status	PO / VMI refere...	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of UE [...	DA Rem. Qty	Shipped quant...	Split L
<input type="checkbox"/>	1	DRAFT	PO-171_5	010	1	SMN-171_FC1	CMN-171_FC1		TUBE TA5070 3K...	0	0	100	
<input type="checkbox"/>	2	DRAFT	PO-171_5	030	1	SMN-171_FC4	CMN-171_FC4		PITOT TUBE ASS...	0	0	2	

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit

You should see the following 'Expedition Unit' screen (UE is already created):

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details Contact | Help for this page | Print

Elementary Units Expedition Units **Header Data**

No.	PO / VMI refere...	PO Line	PO SL	Customer Mate...	Fitting Custom...	Customer Mate...
<input type="checkbox"/>	1 PO-171_5	010	1	CMN-171_FC1		TUBE TA5070
<input type="checkbox"/>	2 PO-171_5	030	1	CMN-171_FC4		PITOT TUBE A

UX Function:

Create UX

Delete UX

UE Function:

< Add

Remove >

< Add all

Remove all >

Special

1 UX per UE

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print

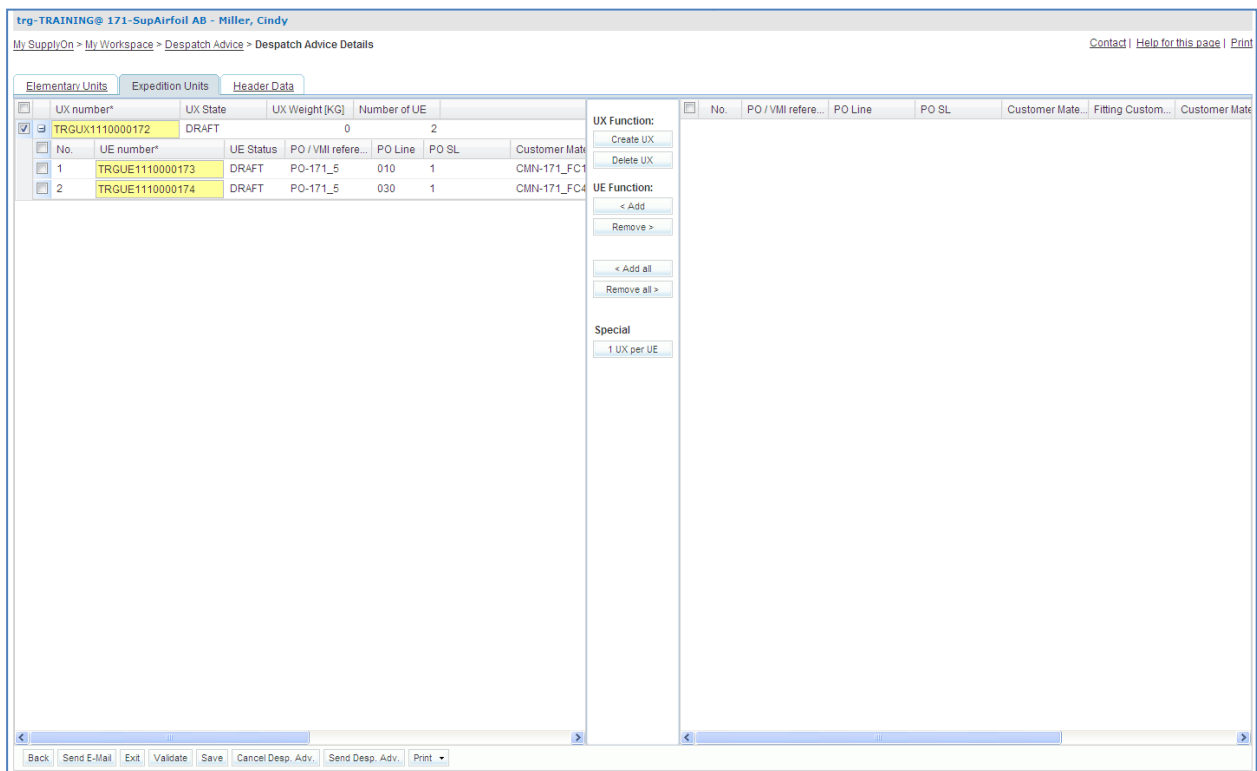
Q3. What is the difference between a UX and a UE?

A UX is a delivery unit; one UX is made up of one or more UEs. It usually corresponds to a pallet. A Despatch Advice (DA) is made up of one or more UXs.

A UE is an elementary unit which is the physical package that contains a single product reference and one or several items. Each UE is assigned to an UX.

- Click on the 'Create UX' button to create Expedition Units.
- Tick the first and second Elementary Units (UE) in the right screen section and the first Expedition Unit (UX) in the left screen section.
- Click 'Add' to add the selected Elementary Units to the selected Expedition Unit.

You should see the following 'Expedition Units' screen:



You have assigned 2 Elementary Units to 1 Expedition Unit.

- Now, click on the 'Header Data' tab.

You should see the following 'Header Data' screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details Contact | Help for this page | Print

• Your changes were successfully saved.

Elementary Units Expedition Units **Header Data**

Despatch advice header data

Desp. Adv. ID*: 20 Transport Doc.*: 1234567 Customer Group: trg-TRAINING@ AIRBUS
 DA status: DRAFT Transport Mode*: ROAD Supplier Local Number: 55820494
 DA error status: DA creation mode: I Final Delivery Location: AIRB_UK_LE_1011
 Departure Date*: 16.08.2011
 Estimated time of arrival*: 22.08.2011
 Creation Date: 16.08.2011
 Sending Date:

Address table:

Ship-to	Details	Ship-from trg-TRAINING@ 123-SupAirfoil AB	Details	Forwarder	Details
Partner ID:		10009525		001234567	
Name*: TRAINING AIRBUS UK		trg-TRAINING@ 123-SupAirfoil AB		Usual Forwarder 1	
Street: New Filton House		Wilsons Lane Longford M6 Junction 3		Street FW	
City: Filton		Coventry		City FW	
Zip Code: BS99 7AR		CV6 6HL			
Country:		Sierra Leone		United Kingdom	

Summary:

Despatch weight*: 120 KG
 Total number of UX: 1

Back Send E-Mail Exit Validate Save Cancel Desp. Adv. Send Desp. Adv. Print

- Define 'Despatch Advice ID', 'Transport Doc.', 'Transport Mode', 'Despatch weight'. If any of these entries are already given, leave them.
- Define today as 'Departure Date' and 'estimated time of arrival'.
- If you have performed scenario 1 correctly, then you will find the Ship-from and Forwarder address already filled out with the predefined values. If they does not appear, select in the 'Address table' section the first 'Ship-from' address by using the 'Ship-from' dropdown menu and the first forwarder address by using the 'Forwarder' dropdown menu.

Q4. What color are the mandatory fields?

Yellow.

- Click on the 'Validate' button to check if there are errors in the Despatch Advice.

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details

▲ Missing manufacture date: Please declare the manufacture date. (Despatch Advice Number 1)

Elementary Units Expedition Units Header Data

Despatch advice header data

An error message will appear in the top of the screen. In this case check the manufacture date in the tab 'Elementary Units' and correct the error. (E.g. check that none of the yellow fields are empty).


- Click on the 'Validate' button again. You should get the message: 'Validation was successful.'

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details

i Validation was successful.

Elementary Units Expedition Units Header Data

- Click on the 'Send Desp. Adv.' button in the lower navigation to send the Despatch Advice to the customer.
- Click on the 'Print' button in the lower navigation and in the appearing menu on 'UX and UE (with DC)' to print the Despatch Advice and the declaration of conformity.
- A PDF document will be created and opened. This is the label that will be printed and attached to the package.

Recipient TRAINING AIRBUS UK Limited Log-Entry 2 New Filton House BS99 7AR Filton		Sender Supplier Airfoil Ltd. 200 Wilsons Lane Longford M6 Junction 3 CV6 6HL Coventry 49 United Kingdom	
Final Delivery Location	Number of UE 2 Gross Weight (kg)	Despatch Advice No. 243	
AIRB_UK_LE_1011	0,000	Declaration of Conformity No.	
Call-up Number (or Order/Line Number)			
Product Reference			
Quantity		Expiry Date	
Serial No. or Batch No.		Manufacture Date	
Package No. UX		 02238000001020002	

You have now created a Despatch Advice.

6.3 Scenario 3: Late Despatch Advice alert

This scenario shows how you can access information on late Despatch Advice after searching them in the Alert Monitor.

- Go to the 'My Workspace' screen.

Q5. After how many days is the criticality of a late Despatch Advice low, medium or high?

- **Low criticality: 1 day delay.**
- **Medium criticality: 2 to 3 days delay.**
- **High criticality: More than 3 days delay.**

- Go to the 'Process / Alert Matrix' section to the 'Purchase Order' section and click on the number for new 'Late Despatch Advice'.

- Select the 'Late Despatch Advice' corresponding to the Customer Material Number 'CMN-XXX_FC1', where XXX is your assigned login number provided by your trainer.

The screenshot shows the 'Alert Overview' page in the SupplyOn system. The active filter is 'Supplyon Default'. Search criteria include: PO/PO alert type (Late despatch advice), Ignore Supplier (Not ignored), Inactive since (3), and New/Read Supplier (New). The table below shows the results of the search.

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...	Spares ...	PO Status	Ord. Off
Late despatch advice	High	trg-TRAIN...	TR...	1110	PO-172_5	010	1	CMN-172_FC1	TUBE TA5070 3X6 B. WA...	SMN-172_FC1	TA5070 3X6 TUBE	CALLUP	-		NEW ORDER PUBLISH...	Judy Jill

At the bottom of the page, there are navigation buttons: Back, Set Ignore, Set Read, Download, Purchase Orders, and Send E-Mail. The footer indicates 1 entry, with options to select all matches, clear selection, and a page size of 50.

- Click on the 'Purchase Orders' button.

You should see the following screen:

- Scroll to the right and check that the 'Remaining quantity' is greater than 0.
- Click on the 'Send E-Mail' button to simulate that you want to inform the customer on the delay of the delivery.

You have accessed the Purchase Order information on a late Despatch Advice.

6.4 Scenario 4: Update a Despatch Advice already sent to your customer

This scenario explains how you can modify a Despatch Advice already sent to your customer.

- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Despatch Advice'.
- Click on the 'Despatch Advice Overview' button on the appearing menu.

You should see the 'Despatch Advice' screen displaying the 'Desp. Adv. Overview' tab:

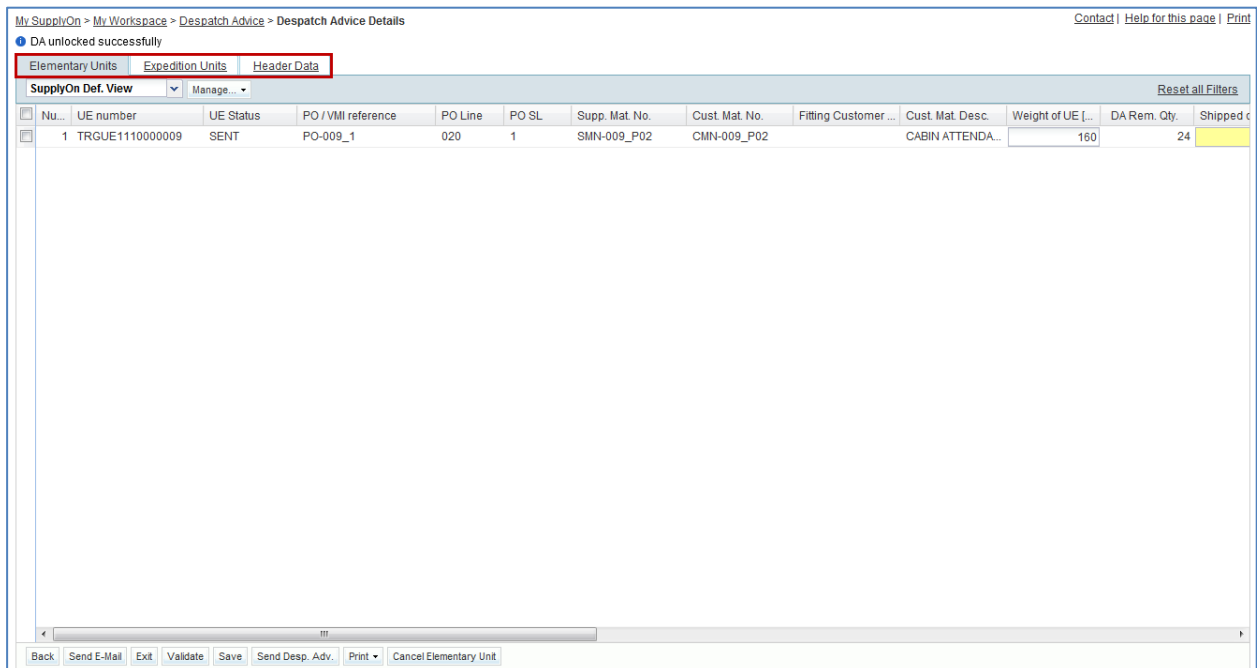
Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location	D
ID-009_1		SENT			trg-TRAININ...	TRGCUST...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011	0
ID-009_4		SENT			trg-TRAININ...	TRGCUST...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011	0
ID-009_5		SENT			trg-TRAININ...	TRGCUST...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011	0

- Select the first line corresponding to the DA number 'ID-XXX_1' in status 'SENT'.
- Click on the 'Unlock DA' button.

Q6. What is the confirmation message displayed on the top left of your screen?

The system displays the confirmation message 'DA unlocked successfully'. While the Despatch Advice is unlocked, no other user can unlock the same DA. If your customer does not authorize a DA update, you would get the error message 'The DA cannot be updated due to customer restrictions'.

You should see the following 'Despatch Advice Details' screen:



Q7. Which of the above DA tabs can be updated once you have unlocked the Despatch Advice?

**At Header level, no changes are authorized. All displayed data are in read mode only.
At UX level, no changes are authorized:**

- It is not possible to add any new UE or UX to an existing DA even if your customer authorizes you to update a sent DA. You would have to create a new Despatch Advice for the missing UE/UX.
- It is not possible to modify the structure of a DA (e.g. assignment change of UEs to UXs). You would have to cancel a Despatch Advice and create a new one in this particular scenario.

Only changes at UE level are authorized on the following fields: Weight of UE [KG], Shipped quantity, Batch number, Serial Number, Manufacture date, Expiry Date, Concession number, Customs, Manufacturer, Manufacturer Certificate Number, Manufacturing Country, Label text.

- From the 'Elementary Units' tab, modify the following fields:
 - 'Weight' – enter 140.
 - 'Manufacture date' – enter a date corresponding to 4 months in the past compared to today's date.
- Click on 'Save' to confirm your modifications.

Q8. Does the 'Save' process works? Explain why?

The DA update process does not authorize you to save your modifications and come back at a later stage to finalize your work. All steps (unlock, update, validation, sending) have to be done within the same session.

- Click on the 'Validate' button to check if there are errors in the updated Despatch Advice. You should get the message 'Validation was successful.' If not, correct the errors and click on the 'Validate' button again.
- Click on the 'Send Desp. Adv.' button in the lower navigation to send the Despatch Advice to the customer.

You should see the following 'Despatch Advice Details' screen:

Nu...	UE number	UE Status	PO / VMI reference	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer ...	Cust. Mat. Desc.	Weight of UE [...]	DA Rem. Qty.	Shipped c
1	TRGUE1110000009	SENT	PO-009_1	020	1	SMN-009_P02	CMN-009_P02		CABIN ATTENDA...	140	24	

Q9. Did your Despatch Advice status change?

No. After successful sending, the Despatch Advice remains in the previous status 'SENT' or 'PARTIALLY RECEIVED' and is locked again.

You have updated a Despatch Advice in status 'SENT'.

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7 Receiving

7.1 General concepts

Q1. What is the Goods Receipt (GR) process?

The goods receipt is the step in which goods delivered from the supplier are received by the customer.

Q2. What are the possible statuses of a goods receipt?

- **RECEIVED**
- **CANCELLED**
- **RETURNED**

Q3. What are the alert criticalities for a 'No goods receipt' exception and when are they raised?

(In 'the Alert Matrix section' of My Workspace, mouse over the count of 'No goods receipt' alert)

- **Low, if requested delivery date is 1 or 2 days overdue**
- **Medium, if requested delivery date is 3 to 7 days overdue**
- **High, if requested delivery date is more than 7 days overdue**

7.2 Scenario 1: How does the Supplier access Goods Receipt Information via Stock Information

This scenario is dedicated to the access to a Goods Receipt via Stock Information.

- **Connect to AirSupply as a supplier or as customer** with 'OOCXXX' active filter.
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and click on the drop down next 'Stock Information' select the entry 'Stock Movement'.

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Stock Information Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Data Type: [v] not equal to [v] Stocklevel: [v] [Add line](#) | [Delete line](#) My search profiles [v] | Manage... [v]

Search [v] | Reset [v]

Stock Information

Stock Movements [v] | Manage... [v] Reset all Filters

	Cust. Group	Cust. Org.	ERP Plant	Supp. Loc.No.	Supp. Mat. No.	Supplier Material ...	Material Document N...	Movement Type	Movement Code	Movement Code Desc.	St
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br...	2011_54000-171_11...	-	261	CONSUMPTION	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_P03	AIRB7S17#CABL...	2011_54000-171_10...	-	102	CANCELLED	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V3	Handle 4457	2011_54000-171_10...	-	261	CONSUMPTION	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_P02	AIRB7S14#CABL...	2011_54000-171_10...	-	122	RETURNED	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_10...	-	261	CONSUMPTION	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_11...	-	261	CONSUMPTION	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_P01	AIRB5S12#CABL...	2011_54000-171_10...	+	101	RECEIVED	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_11...	-	261	CONSUMPTION	F
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br...	2011_54000-171_10...	-	261	CONSUMPTION	F

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- If necessary, use the 'Advanced Search' function to find the PO with the Customer Material Number 'CMN-XXX_P01', where XXX is your assigned login number provided by your trainer.
- Select the line and click on the 'Related Documents' button in the lower section.

You should see the following 'PO Line Details' screen displaying the 'Collaboration Details' tab:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Purchase Orders > PO Details > PO Line Details Contact | Help for this page | Print

Order Details for PO: PO-171_1, Line: 010, Schedule line: 1

PO:	PO-171_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_171_Coventry				

Line data | Addresses | Line Text | **Collaboration Details**

Quantities and dates

Status:	RECEIVED	Unit of Measure:	PCE
Requested quantity:	44	Promised quantity:	44
Requested date:	01.12.2011	Promised date:	01.12.2011
Last Agreed Requested Quantity:	44	Last Agreed Promised Quantity:	44
Last Agreed Requested Date:	01.12.2011	Last Agreed Promised Date:	01.12.2011

Shipment and Delivery

Shipped Quantity:	44	Last GR No.:	427299
Remaining Quantity to be Shipped:	0	Last GR Date:	07.11.2011
Received Quantity:	44	Final Delivery Flag:	No
Remaining Quantity to be Received:	0		

Additional collaboration data

Comment:	Supplier Acknowledgment Number:
----------	---------------------------------

Price

Price:	165.45	Currency:	GBP
Price Unit:	1	Price unit of measure:	1
Quantity Conversion Numerator:	1	Quantity conversion denominator:	1
Last Agreed Price:		Total Line Amount:	7 279.80

Details

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

Collaboration settings

Allow collab on Date:	No	Allow collab on Quantity:	No
Allow collab on Price:	No	Collab model:	FULL

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

- Check the Received quantity, the Last GR number and Last GR date.
- Click the Last GR Number link you go to the 'Stock Information' screen displaying the Goods Receipt message.

You have accessed the 'Stock Information' screen displaying the last Goods Receipts.

7.3 Scenario 2: How does the Supplier access GR Information (PO RECEIVED)

This scenario is dedicated to the access to a Goods Receipt via the PO schedule line RECEIVED status, in order to see the changes on the 'PO Schedule Line' status.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace'.
- Go to the 'PO Summary' and click on the 'Total' column counter corresponding to the 'RECEIVED' PO schedule line.

The screenshot shows the SupplyOn web interface. At the top, there are navigation links for 'SupplyOn Services', 'Administration', and 'Log Out'. The user is logged in as 'Cindy Miller / trg-planner009-so'. 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 various alerts such as 'Forecast', 'Customer to review', 'Supplier to commit', 'Demand Delta', 'Purchase Orders', 'VMI', 'Despatch Advice', 'Stock Information', 'Self Billing Invoice', and 'Material Master Data'.
- PO Summary:** A table with columns for 'Status', 'New', and 'Total'. It lists various PO statuses. The 'RECEIVED' status is highlighted with a red box, showing a count of 3 in both the 'New' and 'Total' columns.
- User Configuration:** A sidebar on the right containing settings for 'Active filter', 'My Workspace Configuration', 'Inventory Projection Configuration', 'Despatch Advice Configuration', 'Summary', 'Alert Overview', 'Master Data', 'Material Master Data', 'Desp. Adv. Settings', 'Supplier Organisation Settings', and 'Language'.

You should see all PO schedule lines with status 'RECEIVED':

My SupplyOn > My Workspace > Purchase Orders Contact | Help for this page | Print

Active filter: Supplyon Default Hide Search Area

Quick Search / Advanced Search

Status equal to RECEIVED 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 L.	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner ...	Cust. Mat. I
<input type="checkbox"/>	PO-009_1	010	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832	CMN-009
<input type="checkbox"/>	PO-009_6	020	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832	CMN-009
<input type="checkbox"/>	PO-009_7	020	1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832	CMN-009

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

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

- If necessary, use the advanced search function to find the PO with the Customer Material Number 'CMN-XXX _P01', where XXX is your assigned login number provided by your trainer.
- Select the corresponding PO schedule line.
- Click on the 'History' button in the lower section.

You should see the following 'Purchase Order History' screen:

My SupplyOn > My Workspace > Purchase Orders > Purchase Order History Contact | Help for this page | Print

Purchase Order History

SupplyOn Def. View Manage... Reset all Filters

Change history for: TEAIR/TRGAIRBUK/1110/PO-123_1 010/1 - Changes from 16.08.2010 to 16.08.2011 Search

Change-ID	Timestamp	Field	Old value	New value	User's name	User ID	Action	Source
CL-135440	13.08.2011 09:13	Received Quantity	0	44	SYSTEM	SYSTEM	Modified	Stock Movement
CL-135440	13.08.2011 09:13	Shipped Quantity	0	44	SYSTEM	SYSTEM	Modified	Stock Movement
CL-135440	13.08.2011 09:13	Status	NEW ORDER PUBLI...	RECEIVED	SYSTEM	SYSTEM	Modified	Stock Movement

Back

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You have accessed the 'Goods Receipts' Information via the 'PO Schedule Line' status and History.

Q4. What does this screen show?

The screen shows the 'Purchase Order History'. This means that everything that happened with a particular PO schedule line in the past is listed. You can see in the above display the new values and old values of received quantity.

7.4 Scenario 3: How does the Supplier access GR Information (No Goods Receipt)

This scenario shows how to access PO schedule lines for which no Goods Receipt was created.

- Go to the 'My Workspace' screen.
- Go in the 'Process / Alert Matrix' section.
- Click on the 'Total' column number corresponding to the 'No goods receipt' alert.

The screenshot shows the SUPPLYON web interface. At the top, there are navigation links for 'SupplyOn Services', 'Administration', and 'Log Out'. The user is logged in as 'trg-TRAINING@ 009-SupAirfoil SO - Miller, Cindy'. The main content area is divided into several sections:

- Process / Alert Matrix:** A table with columns for 'New', 'High', 'Med', 'Low', and 'Total'. It is divided into sub-sections:
 - Forecast:** Customer to review (0, 0, 0, 0), Supplier to commit (29, 6, 23, 29), Demand Delta (11, 5, 6, 11).
 - Purchase Orders:** Spares order to check (2, 2, 0, 0, 2), Collab. rejected by customer (0, 0, 0, 0), Collab. rejected by supplier (0, 0, 0, 0), Accepted by customer but penalised (0, 0, 0, 0), Non collaborative change (1, 1, 1, 1), Late despatch advice (0, 0, 0, 0, 0). The row 'No goods receipt' is highlighted with a red border, showing values (3, 3, 0, 0, 3).
 - VMI:** Stock out: Stock on Hand (0, 0, 0), Below Min: Stock on Hand (0, 0, 0), Below Signal: Stock on Hand (0, 0, 0), Above Max: Stock on Hand (1, 1, 1), Stock out: Projected Stock (3, 3, 3), Below Min: Projected Stock (3, 3, 3), Above Max: Projected Stock (1, 1, 1).
 - Despatch Advice:** Draft (0), Error (0), Claimed UE (0).
 - Stock Information:** Unread SBI (by supplier) (3, 3, 3).
 - Material Master Data:** New material created (30), Updated VMI parameters (0).
- PO Summary:** A table with columns for 'Status', 'New', and 'Total'. It lists various statuses: NEW ORDER PUBLISHED (10, 10), SUPPLIER ACCEPTED WITH CHANGES (0, 0), OPEN (1, 5), SUPPLIER CHANGE ORDER REQUEST (0, 1), CUSTOMER CHANGE ORDER REQUEST (1, 1), CANCELLATION REQUEST (1, 1), CANCELLED (0, 0), PARTIALLY SHIPPED (1, 2), SHIPPED (0, 0), PARTIALLY RECEIVED (1, 1), RECEIVED (3, 3), and Total (18, 24).
- User Configuration:** A sidebar menu with options like 'Active filter', 'Supplyon Default', 'My Workspace Configuration', 'Inventory Projection Configuration', 'Despatch Advice Configuration', 'Summary', 'Alert Overview', 'Master Data', 'Material Master Data', 'Desp. Adv. Settings', 'Supplier Organisation Settings', and 'Language' (set to English).

- In the 'Purchase Orders' screen, use the 'Advanced Search' function to find the PO schedule line corresponding to the Customer Material Number 'CMN-XXX_P02', where XXX is your assigned login number provided by your trainer.
- Select the corresponding PO schedule line.
- Click on 'Purchase Orders' button.

You should see the 'Purchase Orders' screen displaying the corresponding PO schedule line:

My SupplyOn > My Workspace > Purchase Orders [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* / Displayed records correspond to your selection in the alert monitor. [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

[Add line](#) | [Delete line](#)

Search

My search profiles

Purchase Orders

SupplyOn Def. View [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	Supplier Planner ...	Cust. Mat. I
<input type="checkbox"/>	PO-009_1	020_1	OTHER	-	Manual	trg-TRAINING@C...	trg-TRAINING@CUSTO...	1110	Judy Jillings	+44 1179 69 3832		CMN-009

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

You are able to check the Received quantity, the shipped quantity, the remaining quantity, the requested date and the related 'Despatch Advice' number if any.

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---	-----

8 Self Billing

8.1 General concepts

Q1. What is the Self Billing Invoice?

A Self Billing Invoice is a special type of invoice where the customer creates the invoice message instead of the supplier.

8.2 Scenario 1: Access to Self Billing Invoice information

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Click in the 'Process / Alert Matrix' section on 'Self Billing Invoice'.

You should be in the 'Self Billing Invoice Overview' screen:

Cust. Group	Customer Organiza...	Cust. Org.	Invoice Number	Invoice Date	Currency	Due Date	Net Total Amount	VAT Total Amount	Gross Total Amo...	New/Read Suppl...	VAT Local Amo...
trg-TRAINING@AIR...	trg-TRAINING@AIR...	TRG AIRBUK	BA01_2011_17100...	15.08.2011	GBP	14.10.2011	684.00	134.06	818.06	New	GBP
trg-TRAINING@AIR...	trg-TRAINING@AIR...	TRG AIRBUK	BA01_2011_17100...	15.08.2011	GBP	14.10.2011	864.00	169.34	1 033.34	New	GBP
trg-TRAINING@AIR...	trg-TRAINING@AIR...	TRG AIRBUK	BA01_2011_17100...	15.08.2011	GBP	14.10.2011	2 188.50	428.95	2 617.45	New	GBP

- Click on the invoice number 'BA01_2011_XXX000252', where XXX is your assigned login number provided by your trainer, to access the invoice data or select the corresponding line and click on 'Details'.

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9 VMI

9.1 General concepts

Q1. What is the particularity of the VMI process?

In the Vendor Managed Inventory (VMI) process the supplier is responsible for the stock management on the customer's side. The supplier has access to the customer's inventory data and is responsible for maintaining the inventory level between an agreed Min & Max, required by the customer.

Q2. Which two stock levels are there in AirSupply?

- *Actual stock*
- *Projected Stock*

Q3. What is the signal stock?

The supplier can define a stock level signal to be informed by an alert if available stock is below the defined stock signal level.

Q4. What is the difference between the consignment stock and the customer stock?

The difference lies within the ownership of the stock when it is stored at the customer's facilities. For the 'consignment' stock the stock belongs to the supplier until consumption. Then the ownership is transferred. For the 'customer' stock the stock belongs to the customer when it is stored at his facilities. There the ownership is transferred to the customer after goods receiving.

Q5. When is the concept of Unconsumed Demand used?

The Unconsumed Demands are used to calculate the Projected Stock in case of weekly demand publication and stock level publication on a daily basis.

Q6. How are the Unconsumed Demands calculated?

Unconsumed Demands = Gross demands – Consumptions

Q7. What is the purpose of creating Planned Receipts?

With Planned Receipts the application updates Projected Stock levels and provisional alerts. Thanks to that the supplier can check if his replenishment strategy is compliant before shipping goods. This enables the user to avoid future out of stock situations (Projected Stock) at a rather early stage.

Q8. What is the difference between 'Planned Receipts' and 'In-Transit Quantities'?

The user can plan shipments which are called Planned Receipts and re-calculate the Projected Stock on basis of these Planned Receipts. In-Transit deliveries are materials that have been shipped but not yet received by the customer.

9.2 VMI_Scenario 1: Configure the 'Inventory Projection' screen

This scenario shows how the VMI 'Inventory Projection' screen can be configured.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Click 'Supplier Organisation Settings' in the 'Master Data' section (only the supplier has access and can configure those settings).

The screenshot displays the 'My Workspace' interface with the following sections:

- Process / Alert Matrix:** A table with columns for New, High, Med, Low, and Total. It includes sections for Forecast, Purchase Orders, VMI, Despatch Advice, Stock Information, Self Billing Invoice, and Material Master Data.
- PO Summary:** A table showing the status of purchase orders with columns for Status, New, and Total.
- User Configuration:** A sidebar menu with sections for Active filter, Summary, Master Data, and Language. The 'Supplier Organisation Settings' link is highlighted with a red box.

	New	High	Med	Low	Total
Customer to review	0	0	0		0
Supplier to commit	29	6	23		29
Demand Delta	11	5	6		11

	New	High	Med	Low	Total
Spares order to check	2	2	0	0	2
Collab. rejected by customer	0		0		0
Collab. rejected by supplier	0		0		0
Accepted by customer but penalised	0		0		0
Non collaborative change	1		1		1
Late despatch advice	0	0	0	0	0
No goods receipt	3	3	0	0	3

Status	New	Total
NEW ORDER PUBLISHED	10	10
SUPPLIER ACCEPTED WITH CHANGES	0	0
OPEN	1	5
SUPPLIER CHANGE ORDER REQUEST	0	1
CUSTOMER CHANGE ORDER REQUEST	1	1
CANCELLATION REQUEST	1	1
CANCELLED	0	0
PARTIALLY SHIPPED	1	2
SHIPPED	0	0
PARTIALLY RECEIVED	1	1
RECEIVED	3	3
Total	18	24

You should see the following screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Supplier Organisation Settings Contact | Help for this page | Print

Desp. Adv. Master Data Organisation Details

Organisation: trg-TRAINING@ 171-SupAirfoil AB

Master Data Supplier Organisation

Supplier Group: trg-TRAINING@ SupAirfoil AB
 Organisation Name: TRGAIRF171AB
 Organisation ID: 2031079

Master Data	Supplier Organisation	Supp. Org. Specific	AirSupply Default	Supp. Org. Specific	AirSupply Default
Day Buckets	14	14	Period for VMI Alert Occurrence and Planned Receipts (in days)	45	150
Week Buckets	11	11	Offset	0	0
Month Buckets	24	24			
Master Data	Supplier Organisation	Supp. Org. Specific	AirSupply Default		
Reorder Quantity Factor	80	80			
Reorder Point Factor	80	80			
Master Data	Supplier Organisation	Supp. Org. Specific	AirSupply Default		
Forecast Control					
Auto-commit-enter-flex activation	<input type="checkbox"/>	<input type="checkbox"/>			

Back Save Undo Changes

- To define the occurrence of alerts, enter for 'Period for VMI Alert Occurrence and Planned Receipts' 40.
- Click the 'Save' button in the lower section.
- Check that a validation message appears at the top of the screen.

Q9. What is the AirSupply Default for 'Period for VMI Alert Occurrence and Planned Receipts'?

150 days.

Q10. What is the VMI parameter 'Offset'?

Offset defines the first bucket displayed in the Inventory Projection table. Depending on the offset, the first column shows today (offset = 0), a date in the past (negative offset), or a date in the future (positive offset).

- Click 'Back' to return to the 'My Workspace' screen.
- Click 'Inventory Projection Configuration' in the 'User Configuration' section.

You should see the following screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Inventory Projection Configuration [Contact](#) [Help for this page](#) [Print](#)

My Workspace Configuration | **Inventory Projection Configuration** | Despatch Advice Configuration

Display of Time Buckets

Use default values as defined in Site Settings (for customer users) or Organisation Settings (for supplier users).
 Use own Settings:

Daily Day(s) (Minimum)
 Weekly Week(s) (Maximum)
 Monthly Month(s)
 Offset Day(s)

Display of optional Key Figures in Inventory Projection Table

Inventory Thresholds (Min, Max)
 Delivery Proposals (Min, Max)
 Average Demand

Display of Additional Information

Display of legend
 Expand material details

Display of Inventory Projection Screen (initial)

Expand Diagram and Table
 Expand diagram
 Expand table

Display of Table for Multisourcing Scenario (initial)

Expand multisourcing view

- Untick the 'Average Demand' checkbox.
- Click the 'Save' button in the lower section.

You have configured the display of the 'Inventory Projection' screen.

9.3 VMI_Scenario 2: Work with VMI alerts

This scenario shows how it is possible to search for VMI alerts and to access the 'Inventory Projection' screen.

- Go to the 'My Workspace' screen.
- Click the number of alerts for 'Stock out: Projected Stock' in the 'New' column.

The screenshot displays the 'My Workspace' interface with the following components:

- Navigation:** SupplyOn Services, Administration, Log Out, and the SupplyOn logo.
- User Info:** trg-TRAINING@ 009-SupAirfoil SO - Miller, Cindy
- Process / Alert Matrix Table:**

	New	High	Med	Low	Total
Forecast					
Customer to review	0	0	0		0
Supplier to commit	29	6	23		29
Demand Delta	11	5	6		11
Purchase Orders					
Spares order to check	2	2	0	0	2
Collab. rejected by customer	0		0		0
Collab. rejected by supplier	0		0		0
Accepted by customer but penalised	0		0		0
Non collaborative change	1		1		1
Late despatch advice	0	0	0	0	0
No goods receipt	3	3	0	0	3
VMI					
Stock out: Stock on Hand	0	0			0
Below Min: Stock on Hand	0	0			0
Below Signal: Stock on Hand	0			0	0
Above Max: Stock on Hand	1		1		1
Stock out: Projected Stock	3	3			3
Below Min: Projected Stock	3	3			3
Above Max: Projected Stock	1		1		1
Despatch Advice					
Draft					0
Error					0
Claimed UE					0
Stock Information					
Self Billing Invoice					
Unread SBI (by supplier)	3			3	3
Material Master Data					
New material created	30				
Updated VMI parameters	0				
- PO Summary Table:**

Status	New	Total
NEW ORDER PUBLISHED	10	10
SUPPLIER ACCEPTED WITH CHANGES	0	0
OPEN	1	5
SUPPLIER CHANGE ORDER REQUEST	0	1
CUSTOMER CHANGE ORDER REQUEST	1	1
CANCELLATION REQUEST	1	1
CANCELLED	0	0
PARTIALLY SHIPPED	1	2
SHIPPED	0	0
PARTIALLY RECEIVED	1	1
RECEIVED	3	3
Total	18	24
- User Configuration Panel:**
 - Active filter: **Supplyon Default**
 - My Workspace Configuration
 - Inventory Projection Configuration
 - Despatch Advice Configuration
 - Summary
 - Alert Overview
 - Master Data
 - Material Master Data
 - Desp. Adv. Settings
 - Supplier Organisation Settings
 - Language: **English**

You should see the Alert Overview screen displaying all 'New' VMI Stock out projected Stock alerts:

My SupplyOn > My Workspace > Alert Overview Contact | Help for this page | Print

Active filter: Supplyon Default Hide Search Area

Quick Search / Advanced Search

VMI:VMI alert type	equal to	Projected Stock today: Stock	Delete line
VMI:VMI alert type	equal to	Projected Stock today: Below	Delete line
VMI:VMI alert type	equal to	Projected Stock: Below zero	Delete line
Ignore Supplier	equal to	Not ignored	Delete line
Inactive since	equal to		Add line Delete line

Search Reset

My search profiles
 Manage...
 E-Mail notification

PO Alerts (24) Forecast Alerts (46) VMI Alerts (3) SBI Alerts (3) MD Alerts (30)

SupplyOn Def. View Reset all Filters

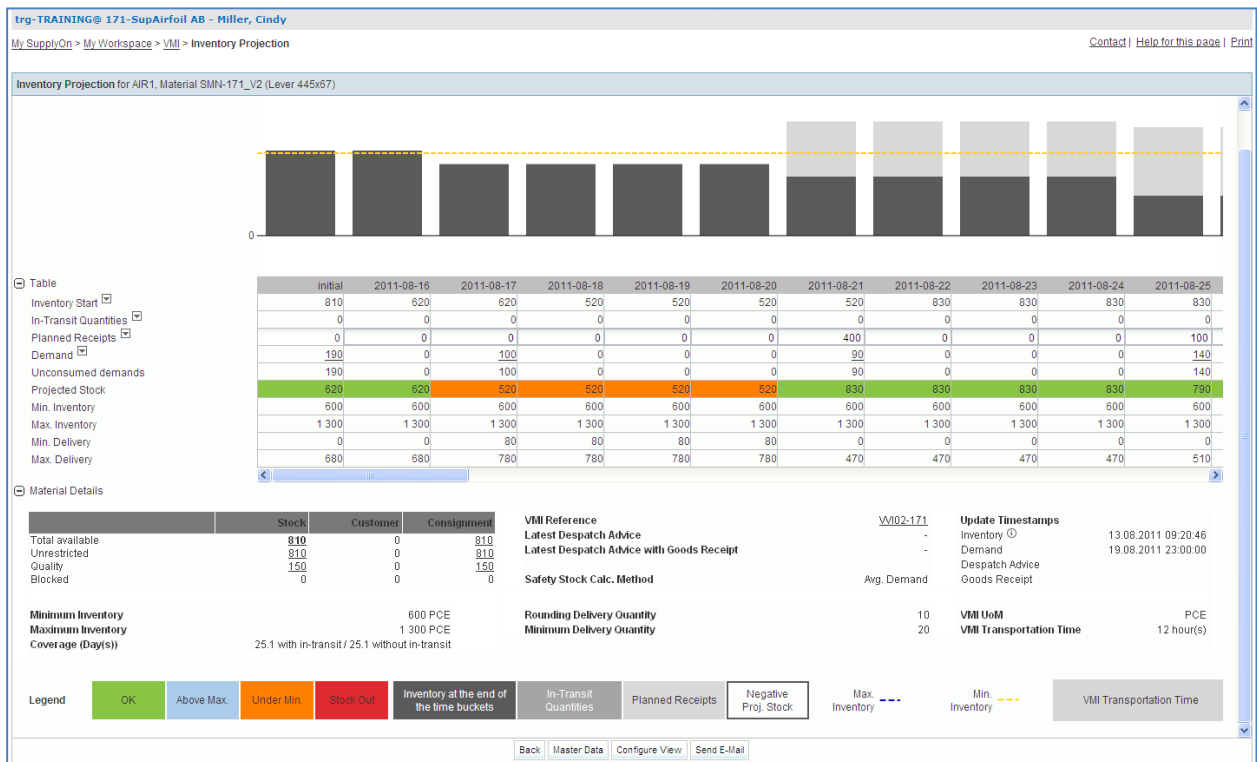
VMI alert type	Priority	Cust. Group	Cust. Org.	ERP Plant	Inventory (proj.)	Occurrence	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	Ord. Off. Name	Ord. Off. Phone	Supplier
<input type="checkbox"/> Below zero: Proje...	High	trg-TRAINI...	TRGCU...	1110	-20	26.11.2013 23:59...	CMN-009_V2	Lever 445	SMN-009_V2	Lever 445x67	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> Below zero: Proje...	High	trg-TRAINI...	TRGCU...	1110	-20	06.11.2013 23:59...	CMN-009_V3	Handle Fixture long	SMN-009_V3	Handle 4557	Judy Jillings	+44 1179 69 3832	
<input type="checkbox"/> Below zero: Proje...	High	trg-TRAINI...	TRGCU...	1110	-270	29.01.2014 23:59...	CMN-009_V1	Support Bracket	SMN-009_V1	Support Ramp Br...	Judy Jillings	+44 1179 69 3832	

Back Set Ignore Set Read Download Inventory Projection Send E-Mail

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

- Click 'Add line' in the search section.
- Click the newly appeared empty drop-down box.
- Select 'Customer Material Number' as search criterion in the drop-down box.
- Select 'contains' in the second search field.
- Enter the Customer Material Number 'CMN-XXX_V2' in the third search field, where XXX is your assigned login number provided by your trainer, and click search.
- Select the VMI alert with the Customer Material Number 'CMN-XXX_V2'.
- Click the 'Inventory Projection' button in the lower navigation to access the 'Inventory Projection' page.

You should see the following 'Inventory Projection' screen:



Q11. What is the actual stock of a material?

The actual stock level of a material represents the quantity of goods present at the customer site at the current time.

You have accessed the 'Inventory Projection screen' for a material that has an alert on the Projected Stock.

Q12. What do the following statuses of Projected Stock mean?

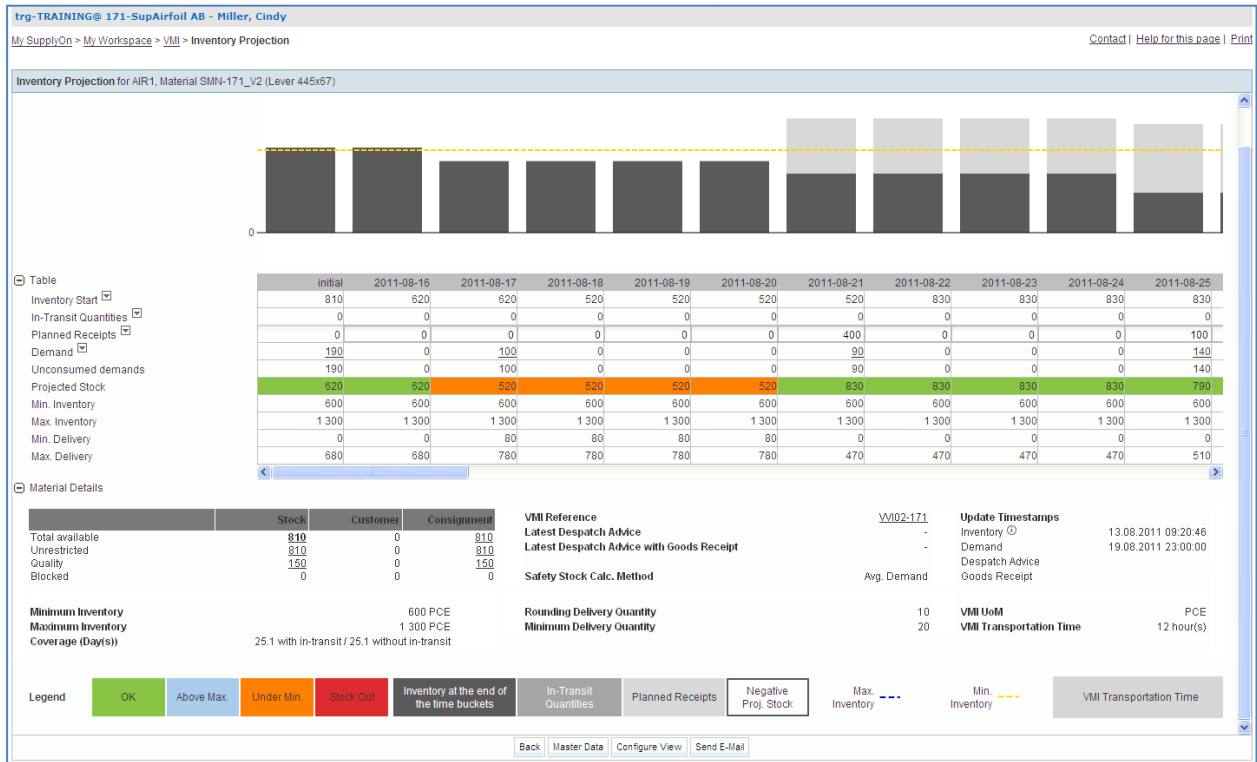


Status symbol	Description
	<i>The Projected Stock at the end of the bucket time is between the minimum and the maximum agreed levels. MIN < Stock Signal < Projected Stock < MAX.</i>
	<i>The Projected Stock at the end of the bucket is above agreed maximum level. Projected Stock > MAX.</i>
	<i>The Projected Stock at the end of the bucket is below the agreed minimum level. Projected Stock < MIN.</i>
	<i>The Projected Stock at the end bucket is zero or negative. Projected Stock ≤ 0.</i>

9.4 VMI_Scenario 3: Manage Planned Receipts

This scenario shows how it is possible to simulate Planned Receipts.

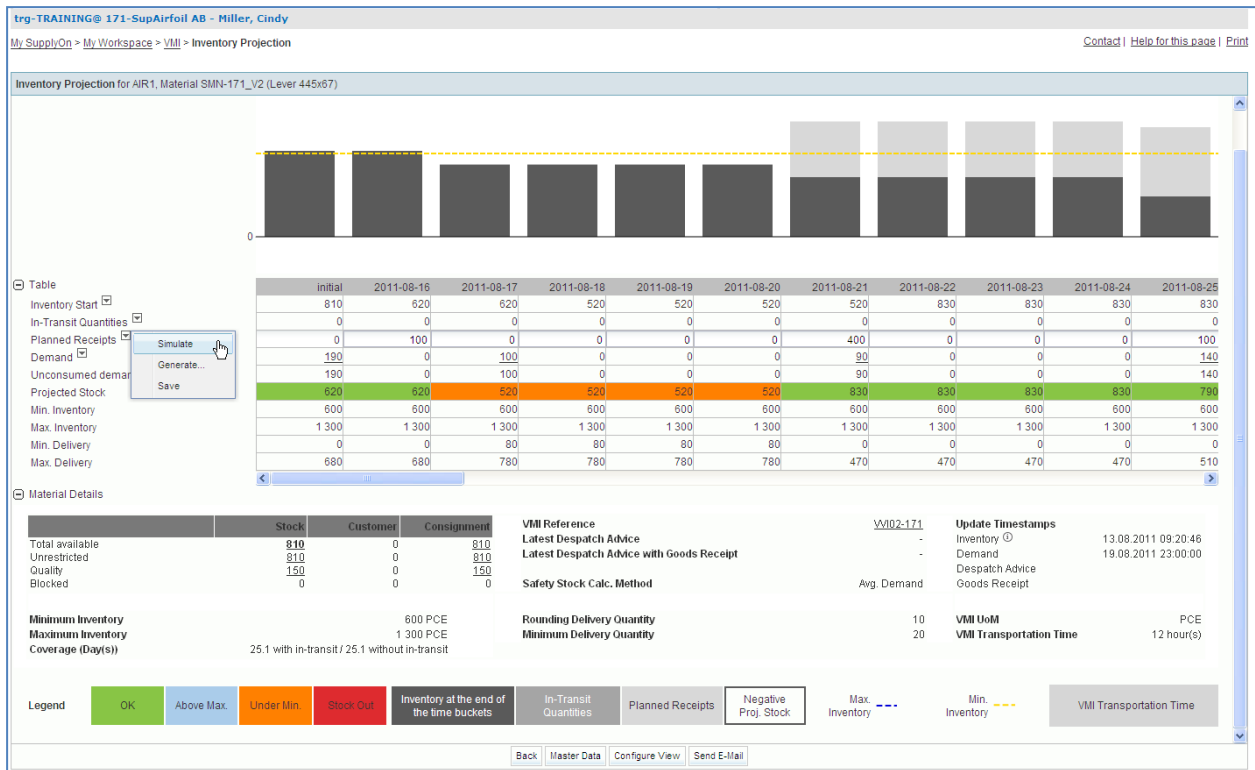
- Start this exercise from the same VMI 'Inventory Projection' screen as in Scenario 2.



Q13. What does the orange color status indicate?

The Projected Stock is under minimum stock level agreed between the customer and the supplier.

- Enter 100 in the 'Planned Receipts' line for the first possible date.
- Click the 'Planned Receipts' dropdown button and click 'Simulate'.



You have simulated Planned Receipts in order to see what impact these Planned Receipts would have to the Projected Stock.

Q14. What color are the buckets presently?

The buckets begin from the bucket where you created Planned Receipts are green now.

Q15. Why has the color changed?

A quantity of 100 of Planned Receipts has been created in the second bucket in order to have a Projected Stock within the agreed min and max values (green color).

- Click the 'Planned Receipts' drop-down button and click 'Save'.

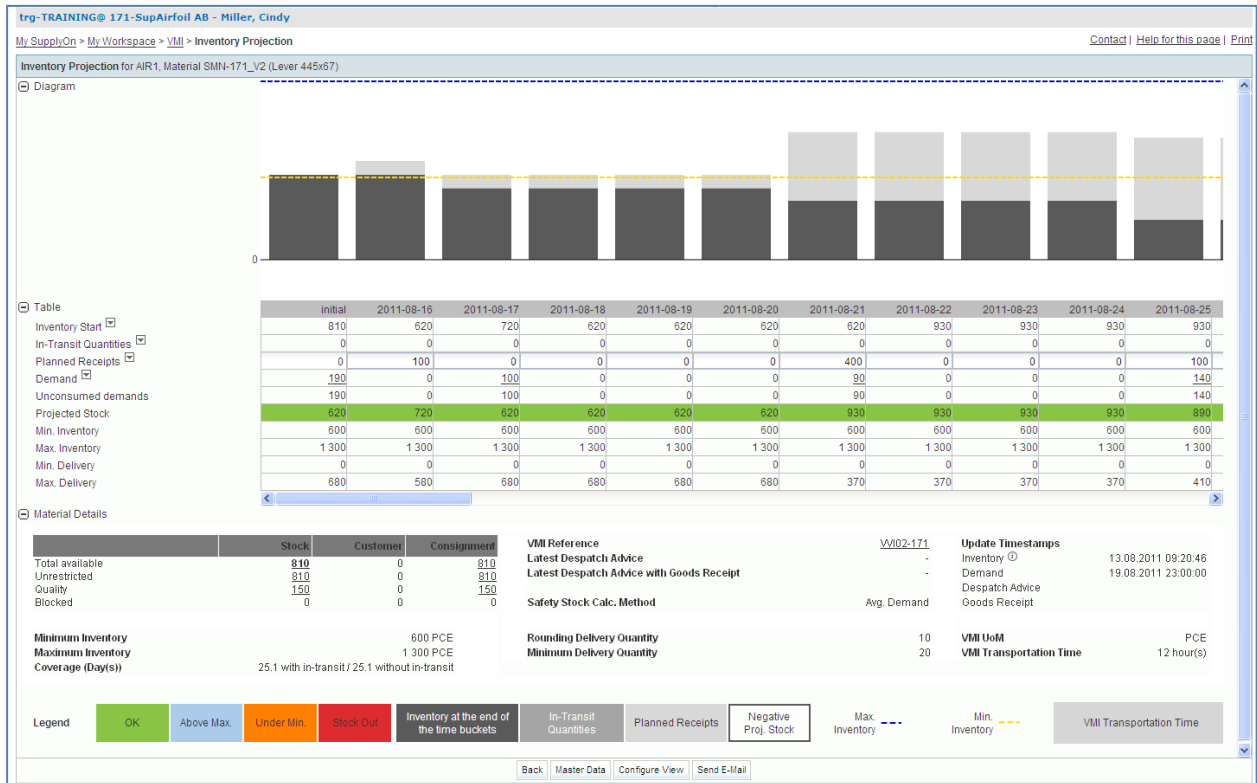
Q16. How is the Projected Stock calculated?

Projected Stock = Initial inventory (inventory start of the bucket) + In-Transit Quantity + Planned Receipts – demand (or Unconsumed Demands).

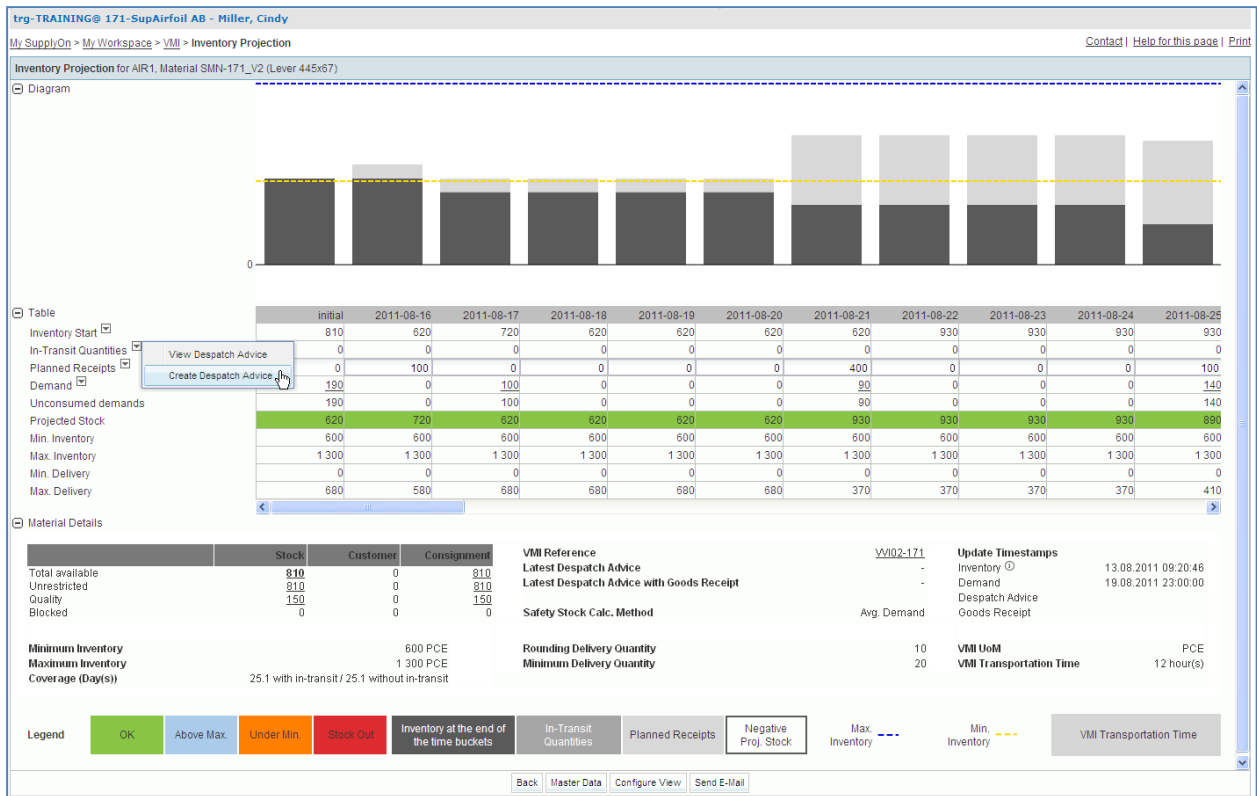
9.5 VMI_Scenario 4: Create Despatch Advice and see impact on Inventory Projection

This scenario shows how to create a Despatch Advice for Planned Receipts.

You start this exercise from the same VMI 'Inventory Projection' screen as in Scenario 2 and 3. You have created Planned Receipts. If not please go back to the Scenario 3:



- Click the 'In-Transit Quantities' drop-down button and click 'Create Despatch Advice'.



- Enter in the day of Planned Receipts 2 working days after today.

You should see the following 'Elementary Units' screen:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details

Elementary Units Expedition Units Header Data

SupplyOn Def. View Manage

Nu...	UE number	UE Status	PO / VMI refere...	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of UE [...]	DA Rem. Qty.	Shipped quanti...	Split L
1		DRAFT	VW02-171	020		SMN-171_V2	CMN-171_V2		Lever 445	0		100	

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit

- The column with the 'Shipped quantity' will already be filled out, leave that value as it is.

Q17. Why is the 'Shipped quantity' already filled out?

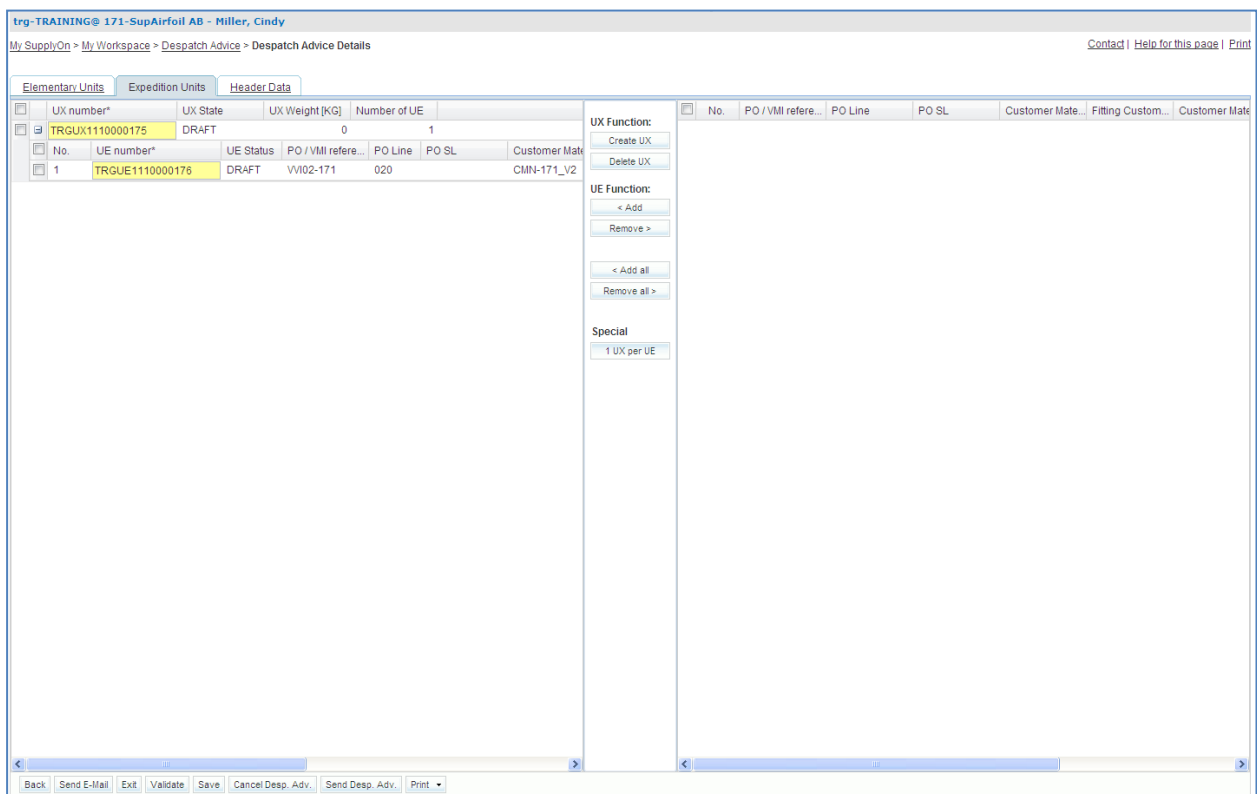
The shipped quantity is the amount that was created automatically when you created the Despatch Advice. It is equal to the sum of Planned Receipts for the following 2 days because you are going to create a Despatch Advice for those quantities.

When you create a Despatch Advice in VMI, you choose Planned Receipts until a particular date. The quantity is automatically inserted into the shipped quantity filed in the 'Elementary Units' tab.

- In the Elementary Units tab, define 'Batch number', 'Supplier certificate number', 'Customs', 'Manufacturer' and 'Manufacturer Certificate Number' (if any of these entries are not mandatory in your case, do not fill them out; if any of these entries are already given, leave them).

NOTE: Mandatory fields depend on the contract between customer and supplier (e.g. 'Manufacturer' might not be mandatory in some cases). Depending on the customer setup, these changes are generally made from the customer ERP.

- If there are no errors raised, click the 'Expedition Units' tab.
- Click the '1 UX per UE' button to create one Expedition Unit (UX) for the Elementary Unit (UE).



- Now click the 'Header Data' tab.

You should see the 'Header Data' screen:

My SupplyOn > My Workspace > Despatch Advice > Despatch Advice Details Contact | Help for this page | Print

Elementary Units Expedition Units **Header Data**

Despatch advice header data

Desp. Adv. ID*:	1234	Transport Doc.*:	123456789	Customer Group:	trg-TRAINING@AIRBUS
DA status:	DRAFT	Transport Mode*:	ROAD	Supplier Local Number:	55820494
DA error status:		DA creation mode:	I	Final Delivery Location:	AIRB_UK_LE_1011
Departure Date*:	16.08.2011				
Estimated time of arrival*:	18.08.2011				
Creation Date:	16.08.2011				
Sending Date:					

Address table:

Ship-to	Details	Ship-from	Details	Forwarder	Details
Partner ID:		10009561			
Name*: TRAINING AIRBUS UK		trg-TRAINING@ 161-SupAirfoil AB		LSP	
Street: New Filton House		Wilsons Lane Longford M6 Junction 3			
City: Filton		Coventry			
Zip Code: BS99 7AR		CV6 6HL			
Country:		Sierra Leone			

Summary:

Despatch weight*: 300 KG
 Total number of UX: 2

Back Send E-Mail Exit Validate Save Cancel Desp. Adv. Send Desp. Adv. Print

- Enter any 'Despatch Advice ID', 'Transport Doc.', 'Transport Mode' and 'Despatch weight'. If any of these entries are already given, leave them.
- Define today as 'Departure Date' and 'Estimated time of arrival' 2 days after 'Departure Date'.
- In the 'Address table' section select the first ship-from address by using the 'Ship-from' dropdown box (you should have created one in a previous scenario).
- In the 'Address table' section select the first forwarder address by using the 'Forwarder' dropdown box (you should have created one in a previous scenario).
- Click the 'Validate' button in the lower navigation to check if there are errors in the Despatch Advice.

If you have made mistakes, an error message will appear in the top of the screen. In this case follow the instructions of the message and check if you have followed all the steps of the exercise (e.g. no yellow fields are empty).

- Click the 'Send Desp. Adv.' button in the lower navigation to send the Despatch Advice to the customer.
- Now, go back to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and click 'VMI'.

You should see the following 'VMI Summary' screen:

Cust. Group	Cust. Org.	ERP Plant	Supplier Planner Code	Supp. Mat. No.	Supplier Material Description	Status	Stock	VMI UoM	Dif. to Min	Min.	Max.	Signal	Stock Type	DoS (W)
trg-TRAINING@...	TRGAIRBUK	1110		SMN-171_V3	Handle 4557		350	PCE	50	300	700	0	QTY	
trg-TRAINING@...	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Bracket 51		6 300	PCE	4 800	1 500	5 000	0	QTY	
trg-TRAINING@...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67		810	PCE	210	600	1 300	0	QTY	

Q18. What do you see in the 'VMI Summary' screen?

You see the 'VMI Summary' screen which lists all VMI materials with their stock status at the beginning of the day.

- Use the 'Advanced Search' function to find the VMI with the Customer Material Number 'CMN-XXX_V2' and then select it.
- Click the 'Inventory Projection' button in the lower section.
- Check that the in-transit quantity data is displayed on the estimated time of arrival. It should be equal to the shipped quantity of the Despatch Advice.

You have created a Despatch Advice for Planned Receipts.

9.6 VMI_Scenario 5: Check Stock Movements and Self Billing Information

This scenario shows how to access Stock Information and check whether an Invoice Number for a Self Billing Invoice has been created.

- Go to the 'My Workspace' screen.
- Click the 'Stock Information' button.

You should see the following 'Stock Information' screen displaying all stock movements:

Cust. Group	Cust. Org	ERP Plant	Supp. Loc.No.	Supp. Mat. No.	Supplier Material	Material Document N.	Movement Type	Movement Code	Movement Code Desc.	Stock Type	POMMI Reference	POMM
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_11...	-	261	CONSUMPTION	F	WI03-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br...	2011_54000-171_10...	-	261	CONSUMPTION	F	WI01-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x87	2011_54000-171_10...	-	261	CONSUMPTION	F	WI02-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_P03	AIRB7S17#CABL...	2011_54000-171_10...	-	102	CANCELLED	F	PO-171_1	030
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_P01	AIRB5S12#CABL...	2011_54000-171_10...	+	101	RECEIVED	F	PO-171_1	010
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x87	2011_54000-171_11...	-	261	CONSUMPTION	F	WI02-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_10...	-	261	CONSUMPTION	F	WI03-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br...	2011_54000-171_11...	-	261	CONSUMPTION	F	WI01-171	
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_P02	AIRB7S14#CABL...	2011_54000-171_10...	-	122	RETURNED	F	PO-171_1	020
trg-TRAINING@A...	TRGAIRBUK	1110		SMN-171_V3	Handle 4557							

- In the 'Advanced Search' section, select 'Customer Material Number' as search criteria and 'equal to' 'CMN-XXX_V2', where XXX is your assigned login number provided by your trainer.

You should see the 'Stock Information' screen displaying all stock movements corresponding to this VMI material:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Stock Information [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

Customer Material Numr equal to CMN-171_V2 [Add line](#) | [Delete line](#)

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

Stock Information

Stock Movements [Manage...](#) [Reset all Filters](#)

	Cust. Group	Cust. Org.	ERP Plant	Supp. Loc.No.	Supp. Mat. No.	Supplier Material ...	Material Document N...	Movement Type	Movement Code	Movement Code Desc.	Stock Type	PO/MMI References	PO/MM
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_11...		261	CONSUMPTION	F	WI02-171	
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_10...		261	CONSUMPTION	F	WI02-171	
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							
<input type="checkbox"/>	trg-TRAINING@ A...	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67							

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

- Use the Advanced search to find lines corresponding to CONSUMPTION ('Movement Code Description' equal to 'CONSUMPTION').
- Scroll the screen to the right and check the 'Invoice Number'. If the invoice has been raised there is an Invoice Number in the 'Invoice Number' column.

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy

My SupplyOn > My Workspace > Stock Information [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

Customer Material Numr equal to CMN-171_V2 [Delete line](#)

Movement Code Desc. equal to Consumption [Add line](#) | [Delete line](#)

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

Stock Information

Stock Movements [Manage...](#) [Reset all Filters](#)

	Movement...	Unit Of Me...	Creation ...	Delivery N...	Cust. Mat. No.	Cust. Mat. Desc.	Program /...	Batch Nu...	Expiry Date	Serial Nu...	Delivery S...	Invoice Number	Data Type
<input type="checkbox"/>	50	PCE	15.08.201...		CMN-171_V2	Lever 445	N/000409	E399548			Fillton	BA01_2011_171000252	Stockmovement
<input type="checkbox"/>	90	PCE	15.08.201...		CMN-171_V2	Lever 445	N/000410	E399548			Fillton		Stockmovement

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

- Click on the Invoice Number to go to the 'Self Billing Invoice' screen.

You have found a Self Billing Invoice for a stock movement material.

Index of Special PO-Process - Supplier to Supplier Shipment (3S) exercises

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10 Supplier to Supplier Shipment (3S)

10.1 Introduction

Supplier to Supplier Shipment (3S) is a special process which is relevant for only very few suppliers and therefore is trained only if necessary. For most suppliers this special PO process exercise is not relevant. To work with this 3S PO exercise you need a consignee supplier user with added roles and rights to perform the following tasks.

This special exercise covers 1 special process for consignee suppliers regarding the following AirSupply training module:

- Special PO-Process - Supplier to Supplier Shipment (3S)

Results are different on Monday or Friday due to due dates in the week. Working with the training data will change the counters and status. The training data will be reset every Saturday.

The trainer will give to participants' next to the "normal" user accounts also a special consignee supplier account e.g. 'trg-consXXX-so'.

XXX is a number between 002 and 200. The material number includes the XXX number and is dedicated to the customer or supplier user with the same XXX number.

The exercise part numbering is structured as follows:

Purchase Order:

PO-XXX_Y, where Y will be 9 and customer material 'CMN-XXX_PYY' or supplier material 'SMN-XXX_PYY' with YY from 23 to 26

10.2 General Concept

Q1. What situation the 3S Purchase Order process is designed for?

Supplier to Supplier Shipment (3S) is dedicated to part assemblies which are handled by two registered suppliers who work together for one customer.

Q2. How does a supplier detect a 3S Purchase Order schedule line?

The field "Elementary Delivery site" on line level shall be used. If this field in the customer PO message is filled with the value "3S", the system will regard the PO line as a 3S PO line and will act accordingly (and regard the delivery party (ship-to) of the PO line as the consignee in the 3S process).The supplier A handles the 3S PO line like a normal PO schedule line, while supplier B has only limited read only access to the same data. Supplier B can access 3S PO line only through an additional My Workspace entry for 3S PO.

10.3 Supplier to Supplier Shipment (3S)_Scenario 1: How to access a 3S PO line?

This scenario shows how you can access the '3S Purchase Orders' screen and search 3S Purchase Orders Lines.

- **Connect to AirSupply as a consignee supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to dropdown area next to 'Purchase Orders' and select '3S Purchase Orders'.

Purchase Orders						
Spares order to check	2	2	0	0	2	
Collab. rejected by customer	0		0		0	
Collab. rejected by supplier	0		0		0	
Accepted by customer but penalised	0		0		0	
Non collaborative change	0		1		1	
Late despatch advice	0	0	0	0	0	
No goods receipt	2	2	0	0	2	

Q3. How many 3S PO Lines are displayed in the 3S PO Summary section?

There are four 3S PO Lines:

- **1 in status RECEIVED**
- **3 in status SHIPPED**

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Mr SupplyOn > My Workspace > 3S Purchase Orders Contact | Help for this page | Print

Active filter: Supplyon Default Hide Search Area

Quick Search | Advanced Search

Search: Add line | Delete line My search profiles

PO	PO Line	PO SL	Supp. Mat. No.	Supplier Material Description	Status	Unit of ...	Reques...	Requested date	Promised q...	Promised date	Sp
<input type="checkbox"/>	PQ-002_9	010	1	SMN-002_P23	Display Unit	RECEIVED	PCE	6 13.09.2012	6	13.09.2012	
<input type="checkbox"/>	PQ-002_9	020	1	SMN-002_P24	GPS Control	SHIPPED	PCE	6 08.09.2012	6	08.09.2012	
<input type="checkbox"/>	PQ-002_9	030	1	SMN-002_P25	Passenger door left	SHIPPED	PCE	6 06.09.2012	6	06.09.2012	
<input type="checkbox"/>	PQ-002_9	040	1	SMN-002_P26	Passenger door right	SHIPPED	PCE	6 06.09.2012	6	06.09.2012	

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

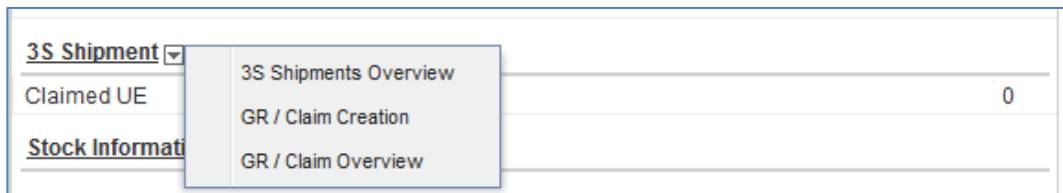
Q4. What is the difference between a normal PO and a 3S PO line?

On a normal PO line you are able to collaborate with the customer. On a 3S PO line this is not possible.

10.4 Supplier to Supplier Shipment (3S)_Scenario 2: How to access a 3S shipment?

This scenario shows how you can access the 3S Shipments screen and search for shipped 3S Purchase Orders Lines.

- **Connect to AirSupply as a consignee supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to dropdown area next to '3S Shipment' and select '3S Shipments Overview'.



Q5. What are the status of the displayed 3S UEs in the 3S Shipments Overview?

There are four 3S Elementary Units displayed with the status. Depending on the state of the exercise you will see:

- **3 x SENT**
- **1 x RECEIVED**

If exercises are done already during the week the following status are also possible:

- **RECEIPT IN PROGRESS**
- **CLAIM**

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My SupplyOn > My Workspace > 3S Shipments [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

[Add line](#) | [Delete line](#) My search profiles [Manage...](#)

3S Elementary Units

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

	Desp. Adv. ID	Ship-from Supplier	Estimated tim...	Departure date	UX number	UE number	UE Status	Claim ID	Claim Creato...	User's name	User ID
<input type="checkbox"/>	ID-002_2	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120001002	TRGUE1110001002	RECEIVED				
<input type="checkbox"/>	ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120003002	TRGUE1110003002	SENT				
<input type="checkbox"/>	ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120004002	TRGUE1110004002	SENT				
<input type="checkbox"/>	ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120002002	TRGUE1110002002	SENT				

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

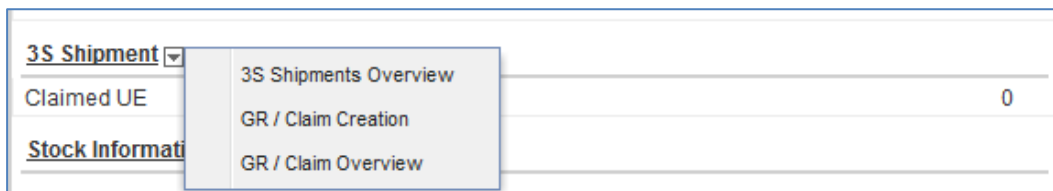
10.5 Supplier to Supplier Shipment (3S) Scenario 3: How to set the UE status on received in AirSupply?

This scenario shows how you can access a 3S shipment Elementary Unit. Options are:

- Child parts delivered from Supplier A to Consignee Supplier B are as required – no problems – so status will be set to ‘RECEIPT IN PROGRESS’.
- Parts delivered are wrong or have defects – Consignee Supplier B will raise a ‘CLAIM’.

RECEIPT IN PROGRESS - Shipped parts are ok

- **Connect to AirSupply as a consignee supplier** by using the special login/password which was provided by your trainer.
- Go to the ‘My Workspace’ screen.
- Go to dropdown area next to ‘3S Shipment’ and select ‘3S Shipments Overview’.



- The screen ‘3S Shipments’ appears so you can select the second line with ‘UE Status’ equal to ‘SENT’.

Desp. Adv. ID	Ship-from Supplier	Estimated tim...	Departure date	UX number	UE number	UE Status	Claim ID	Claim Creato...	User's name	User ID
<input type="checkbox"/> ID-002_2	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120001002	TRGUE1110001002	RECEIVED				
<input checked="" type="checkbox"/> ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120003002	TRGUE1110003002	SENT				
<input type="checkbox"/> ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120004002	TRGUE1110004002	SENT				
<input type="checkbox"/> ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120002002	TRGUE1110002002	SENT				

- Click on button 'Confirm Receipt' and check the system confirmation message below the breadcrumb navigation on the top left side of the screen.

Q6. What is the content of system message after confirming the receipt of a 3S UE?

The screenshot shows the SupplyOn web interface. At the top, there are navigation links: 'SupplyOn Services', 'Administration', and 'Log Out'. The user is logged in as 'trg-TRAINING@ 002-SupAirfoil SO - Johnson, Paul'. A message 'Successfully confirmed.' is displayed in a red box. Below the message, there are search filters and a table of 3S Elementary Units. The table has columns: 'Desp. Adv. ID', 'Ship-from Supplier', 'Estimated tim...', 'Departure date', 'UX number', 'UE number', 'UE Status', 'Claim ID', 'Claim Creatio...', and 'User's name'. The row with 'ID-002_3' and 'Sup3SComp SO_Coventry 49' has a 'RECEIPT IN PROGRESS' status, which is highlighted in a red box. At the bottom, there are navigation buttons: 'Back', 'Send E-Mail', 'Confirm Receipt', 'Create Claim', and 'Close Claim'. The footer shows '4 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page 10', and 'Page 1 of 1'.

Q7. Why is the status shown as 'RECEIPT IN PROGRESS' and not 'RECEIVED'?

After the user has performed the action "Confirm Receipt" on an UE in status SENT, the system will:

- **set the status to RECEIPT IN PROGRESS**
- **send a Goods Receipt message to the customer ERP**

There will be no calculation of PO schedule line quantities because the status RECEIPT IN PROGRESS is regarded as SENT until GR message from customer to AirSupply sets status to RECEIVED.

10.6 Supplier to Supplier Shipment (3S) Scenario 4: How to claim on a 3S shipment in AirSupply?

This scenario shows how a supplier is able to raise a claim in case a consignee faces problems with a shipment of 3S child parts.

- **Connect to AirSupply as a consignee supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to dropdown area next to '3S Shipment' and select 'GR / Claim Creation'.

The screenshot displays the SUPPLYON web application interface. At the top, there are navigation links for 'SupplyOn Services', 'Administration', and 'Log Out'. The main header shows the user's profile: 'trg-TRAINING@ 002-SupAirfoil SO - Johnson, Paul'. Below this, the breadcrumb navigation indicates 'My SupplyOn > My Workspace > 3S Shipments'. The active filter is 'Supplyon Default'. The search area includes a search bar with 'Quick Search' and 'Advanced Search' options, and a filter section where 'UE Status' is set to 'equal to' and 'SENT'. The main content area shows a table of '3S Elementary Units' with columns for 'Desp. Adv. ID', 'Ship-from Supplier', 'Estimated tim...', 'Departure date', 'UX number', 'UE number', 'UE Status', 'Claim ID', 'Claim Creatio...', and 'User's name'. Two entries are visible, both with 'SENT' status. The bottom of the page shows pagination controls: '2 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page' set to 10, and 'Page 1 of 1'.

Desp. Adv. ID	Ship-from Supplier	Estimated tim...	Departure date	UX number	UE number	UE Status	Claim ID	Claim Creatio...	User's name
ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120004002	TRGUE1110004002	SENT			
ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120002002	TRGUE1110002002	SENT			

- The screen filter 'GR / Claim Creation' filters for all 'SENT' 3S shipment UE - select a UE the first line entry to state a claim.

- Click on button 'Create Claim' and a Claim Creation Popup will appear:

Claim for UE No. TRGUE1110002002

Claim ID: C000000230
 Customer Material Number: CMN-002_P24
 Supplier Material Number: SMN-002_P24
 Ship-from Supplier: Sup3SComp SO_Coventry 49

Serial Numbers affected by the claim

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	BZ-08123-001
<input type="checkbox"/>	2	BZ-08123-002
<input type="checkbox"/>	3	BZ-08123-003
<input type="checkbox"/>	4	BZ-08123-004

Claimed Quantity (PCE)

Claim Reason:

Description of the claim issue (1024 characters left):

Send claim via e-mail to the following e-mail addresses:

If you click "Generate E-Mail", the system will send an e-mail to this address. Please forward then the mail to the claim recipients.

- Fill in all data and click on button 'Generate E-Mail'.

Claim for UE No. TRGUE1110002002

Claim ID: C000000230
 Customer Material Number: CMN-002_P24
 Supplier Material Number: SMN-002_P24
 Ship-from Supplier: Sup3SComp SO_Coventry 49

Serial Numbers affected by the claim

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	BZ-08123-001
<input checked="" type="checkbox"/>	2	BZ-08123-002
<input checked="" type="checkbox"/>	3	BZ-08123-003
<input type="checkbox"/>	4	BZ-08123-004

Claimed Quantity (PCE)

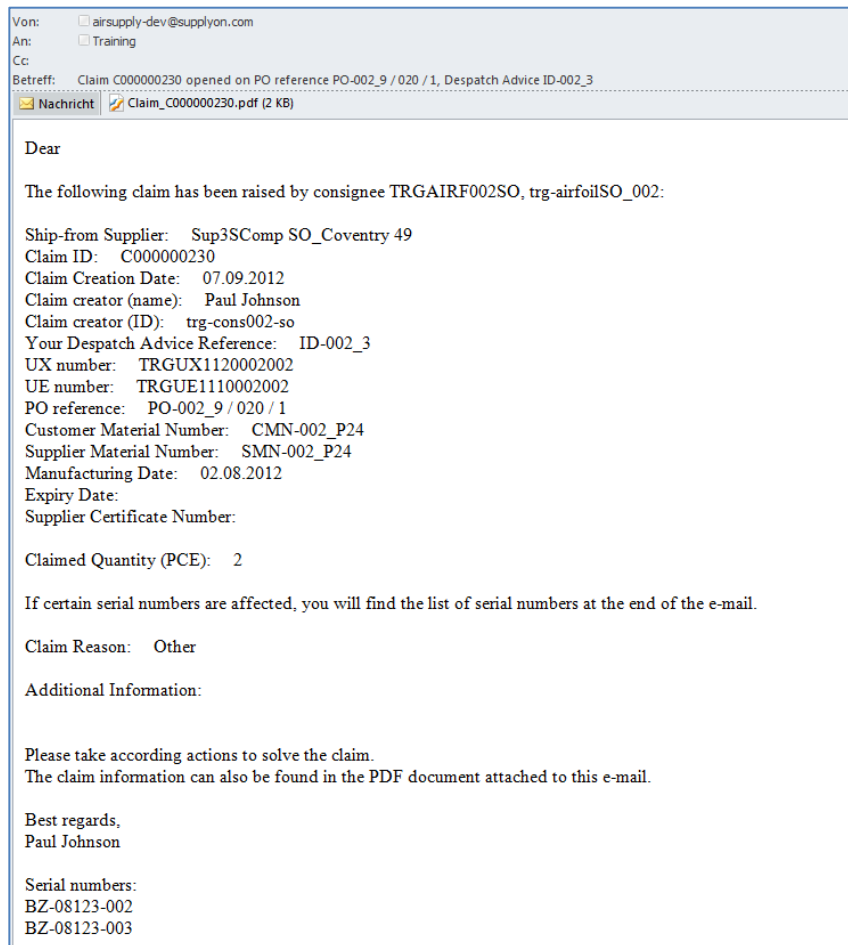
Claim Reason:

Description of the claim issue (1024 characters left):

Send claim via e-mail to the following e-mail addresses:

If you click "Generate E-Mail", the system will send an e-mail to this address. Please forward then the mail to the claim recipients.

An e-Mail with a 'PDF' will be created and sent to your e-Mail account, as follows:



Q8. In what 'UE Status' is the 3S shipment UE now?

The 3S UE is now in UE Status 'CLAIM'.

10.7 Supplier to Supplier Shipment (3S)_Scenario 5: How to work with the CLAIM alert as a Customer?

This scenario shows how the customer is able to use the claim counter in his workspace.

Go to CLAIM counter and search for CMN to check if a claim is raised.

It is the responsibility of supplier B, the consignee to raise a claim and settle problems with supplier A. The customer has the possibility to inform himself about the shipment status and possible claims by checking the claim counter in My Workspace.

- **Connect to AirSupply as a customer.** Use your customer user from exercise chapters 1 through 8 'trg-ocXXX-so', where XXX is your assigned login number provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to 'Despatch Advice' and check the number of claims.

<u>Despatch Advice</u> ▾	
Draft	0
Error	0
Claimed UE	<u>1</u>

- Click on the underlined number behind 'Claimed UE'.

trg-TRAINING@ CUSTOMER UK - Jillings, Judy

My SupplyOn > My Workspace > Despatch Advice [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Comment non collab* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

My search profiles

[Create Desp. Adv.](#) | [Desp. Adv. Overview](#)

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

Desp. Adv. I...	DA Type	Despatch advic...	Despatch ...	Claimed UE	Cust. Org.	ERP Plant	Supplier Site_City	Supp.Loc.No.	Ship-from Name 1	Creation Date	Departure date	Estimated ...	Fi
<input checked="" type="checkbox"/> ID-002_3	3S	SENT		1	TRGCUST...	1110	Sup3SComp SO...	55820494	SupAirfoil SO	18.08.2012	21.08.2012	28.08.2012	Cl

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

- Select the first line and click 'Details'.

...	UE number	UE Status	PO / VMI reference	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of UE [...]	DA Rem.
<input type="checkbox"/>	1 TRGUE1110002002	SENT	PO-002_9	020	1	SMN-002_P24	CMN-002_P24		GPS Control	352.74	
<input type="checkbox"/>	2 TRGUE1110003002	RECEIPT IN P...	PO-002_9	030	1	SMN-002_P25	CMN-002_P25		Passenger door ...	352.74	
<input type="checkbox"/>	3 TRGUE1110004002	CLAIM	PO-002_9	040	1	SMN-002_P26	CMN-002_P26		Passenger door ...	352.74	

- Check all shipments in status CLAIM or use search to look for a specific customer material.

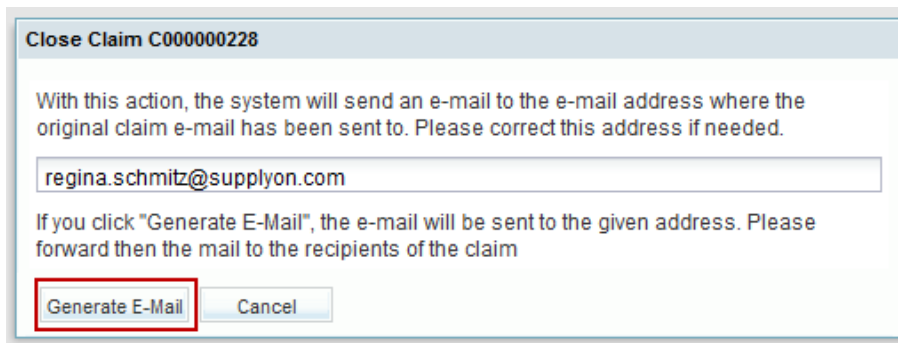
Q9. Why is it important for the customer and or supplier A to see the new CLAIM counter?

By checking the Claim counter the customer is informed that the supplier working with the 3S shipment has an issue with the delivered material.

10.8 Supplier to Supplier Shipment (3S)_Scenario 6: How to close a 3S shipment claim?

This scenario shows what a supplier has to do in order to close a claim with a shipment of 3S child parts.

- **Connect to AirSupply as a consignee supplier** by using the special login/password which was provided by your trainer.
- Go to the 'My Workspace' screen.
- Go to dropdown area next to '3S Shipment' and select 'GR / Claim Overview'.
- The screen filter 'GR / Claim Overview' filters for all UE status 'CLAIM', 'RECEIPT IN PROGRESS' and 'RECEIVED' 3S shipment UE - select the UE line entry with the 'Claim ID' to close a claim.
- Click on button 'Close Claim' and the local e-mail client will be called and open an e-mail prefilled with certain information and the subject text 'Claim [Claim ID] closed'.



Q10. In what 'UE Status' is the 3S shipment UE now?

The 3S UE is now in UE Status 'SENT'. The consignee supplier will have to set the now claim-free shipment to 'RECEIPT IN PROGRESS' to finish the process.

Q11. Is the supplier now able to raise a claim again?

Yes, the supplier is able to raise a new claim.

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11 Concession

11.1 Introduction

Concession is a workflow process in AirSupply which allows a supplier to declare a non-conformity detected after manufacturing a material and before shipping the material to the customer.

The Concession (NCR: New Concession Request) exercises explain in detail how a supplier should handle non conformities declared in Air Supply. The exercises focus mainly on the supplier role as the customer is collaborating on a NCR via his internal Quality Management System (QMS).

This chapter covers and explains how to:

- Search and access a NCR.
- Create manually a NCR.
- Update a NCR.
- Print a NCR.
- Download or upload a NCR.
- Initiate the pre-sending validation process of a NCR.

Results are different on Monday or Friday due to due dates in the week. Working with the training data will change the counters and status. The training data will be reset every Saturday.

The trainer will give to participants' supplier accounts e.g. 'trg-plannerXXX-so'. XXX is a number between 002 and 200.

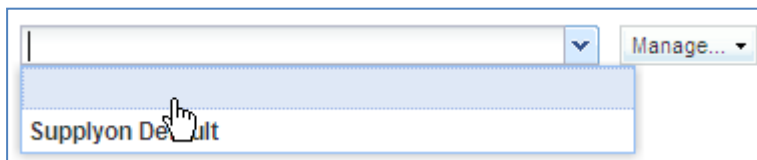
11.2 Scenario 1: How to access NCR information and configure a view

This scenario is dedicated to the creation and configuration of an active filter in order to have only access to NCR information. Furthermore, it is explained how to access NCR alerts and the 'NCR Overview' and how to configure a search profile.

- **Connect to AirSupply as a supplier** (the process is similar if you connect as a customer).
- Go to 'My Workspace'.
- Click on 'My Workspace Configuration' in the 'User Configuration' section.

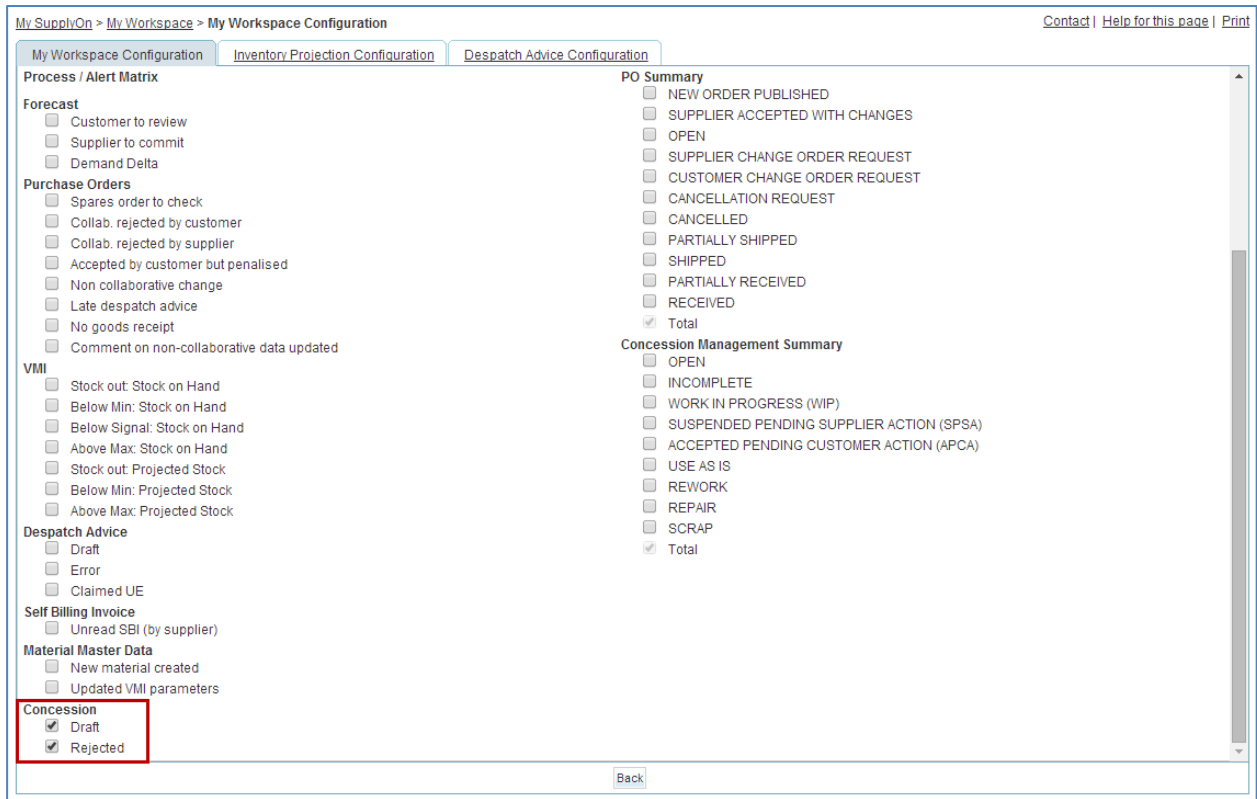
You should see the 'My Workspace Configuration' screen:

- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the option without name in the drop-down box and click on it.



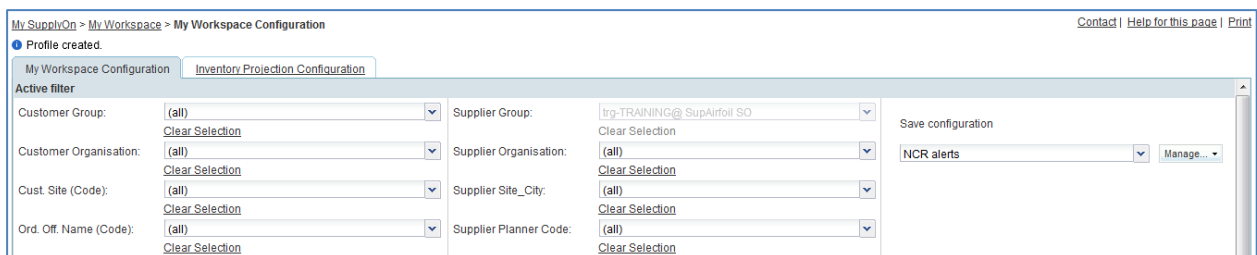
- Now tick the 2 boxes under NCR alerts in the display rows: 'Draft' / 'Rejected'.

Note: a customer user can only select the 'Rejected' alert.



- In the 'Save configuration' drop-down box, define your active filter name (e.g. 'NCR alerts').
- Click 'Manage' and 'Create New' to save your display configuration.
- Check that you can see the message 'Profile created'.

You should see the following screen:



- Go back to 'My Workspace' by clicking on the 'Back' button.
- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the active filter name you have created (e.g. 'NCR alerts') and click on it.

- Click on alert overview in the 'Summary' section at the right-hand side of the screen.
- Click on the tab named 'NCR Alerts'.

You will notice the NCR alert monitor which includes all NCR alerts (empty so far as you did not create any NCR yet in AirSupply).

- At the top of the screen in the navigation 'My SupplyOn > My Workspace > Alert Overview'; and click on 'My Workspace' to return to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section.

Process / Alert Matrix	New	High	Med	Low	Total
Forecast					
Purchase Orders					
VMI					
Despatch Advice					
Stock Information					
Self Billing Invoice					
Material Master Data					
Concession					
Draft	0		0		0
Rejected	0		0		0

You should see the 'Concession alert' part:

Concession	New	High	Med	Low	Total
Draft	0		0		0
Rejected	0		0		0

Q1. Can you, as a supplier user, collaborate on a NCR in status 'REJECTED'?

'REJECTED' status is a 'Final' status meaning that no collaboration and further action are possible in AirSupply (Despatch Advice creation is possible).

Note: Despite no further action is required in AirSupply, the supplier has to ship the material to his customer in the timeframe agreed between both parties.

- Now go to the 'Process / Alert Matrix' section and then to the 'Concession' process.
- Click in the displayed menu on the 'Concession Overview' link.

You should see the following 'NCR Overview' screen (supplier):

- Click on the empty drop-down box in the 'Advanced Search' section.
- Select 'Status' as the search criteria in the drop-down box.
- Check that 'Equal to' is shown in the logical operator field next to 'Status'.
- Select 'DRAFT' as the search criterion in the third drop-down box and click on the 'Search' button.
- Go to 'My search profiles'.
- In the 'My search profiles' drop-down box: enter your NCR search name (for example: NCR_DRAFT).
- Click on 'Manage' and 'Create new' to save your search profile.
- Check that you can see the message 'Profile created'.

You have created an active filter that only contains NCR data and a search profile for the NCR process with only the NCRs in status 'DRAFT'.

Q2. Which supplier status types exist in the NCR lifecycle?

NCR supplier statuses: 'DRAFT', 'INCOMPLETE', 'SUSPENDED PENDING SUPPLIER ACTION' (SPSA).

Status	Description
'DRAFT'	<p><i>It is the first status of a NCR created in AirSupply.</i></p> <p><i>Note: The customer user is not able to see in AirSupply a NCR in status 'DRAFT'.</i></p>
'INCOMPLETE'	<p><i>The customer requests for more information to the supplier because the NCR is not detailed enough (e.g. missing documents and pictures).</i></p>
'SUSPENDED PENDING SUPPLIER ACTION' (SPSA)	<p><i>The customer requires the supplier to follow an action plan on the material linked to the NCR.</i></p>

11.3 Scenario 2: Create a NCR (manually)

This scenario explains how a supplier user manually creates a NCR.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Concession'.
- Click on 'NCR Creation' on the appearing menu.

The screenshot shows the 'My Workspace' interface with the following data tables:

Process / Alert Matrix						PO Summary			User Configuration	
	New	High	Med	Low	Total	Status	New	Total	Active filter	
Forecast						NEW ORDER PUBLISHED	8	8	Supplyon Default	
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration	
Supplier to commit	27	5	22		27	OPEN	2	9	Inventory Projection Configuration	
Demand Delta	10	5	5		10	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration	
Purchase Orders						CUSTOMER CHANGE ORDER REQUEST	1	1	Summary	
Spares order to check	2	2	0	0	2	CANCELLATION REQUEST	1	1	Alert Overview	
Collab. rejected by customer	0		0		0	CANCELLED	0	0	Master Data	
Collab. rejected by supplier	0		0		0	PARTIALLY SHIPPED	1	2	Material Master Data	
Accepted by customer but penalised	0		0		0	SHIPPED	0	0	Desp. Adv. Settings	
Non collaborative change	1		1		1	PARTIALLY RECEIVED	1	1	Supplier Organisation Settings	
Late despatch advice	1	1	0	0	1	RECEIVED	3	3	Language	
No goods receipt	3	1	2	0	3	Total	17	26	English	
VMI						Concession Management Summary				
Stock out: Stock on Hand	0	0			0	Status	New	Total		
Below Min: Stock on Hand	0	0			0	OPEN	0	0		
Below Signal: Stock on Hand	0			0	0	INCOMPLETE	0	0		
Above Max: Stock on Hand	1		1		1	WORK IN PROGRESS (WIP)	0	0		
Stock out: Projected Stock	1	1			1	SUSPENDED PENDING SUPPLIER ACTION (SPSA)	0	0		
Below Min: Projected Stock	2	2			2	ACCEPTED PENDING CUSTOMER ACTION (APCA)	0	0		
Above Max: Projected Stock	1		1		1	USE AS IS	0	0		
Despatch Advice						REWORK	0	0		
Draft					0	REPAIR	0	0		
Error					0	SCRAP	0	0		
Claimed UE					0	Total	0	0		
Stock Information										
Self Billing Invoice										
Unread SBI (by supplier)	3				3					
Material Master Data										
New material created	32									
Updated VMI parameters	0									
Concession										
Draft					0					
Rejected					0					



Concession	NCR Creation	0	0	0
Draft	Concession Overview	0	0	0
Rejected		0	0	0

You should see the screen displaying the 'Create NCR' tab as shown below:

My SupplyOn > My Workspace > Create NCR Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Search | Reset Add line | Delete line My search profiles | Manage...

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a higher level)

Create NCR | Concession Overview

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

Cust. Group	Customer Organization	Cust. Site	Supplier. Org.	Supplier Site	Supp. Mat. No.	Cust. Mat. No.
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC1
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	CMN-027_FC2
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC4
<input type="checkbox"/>	trg-TRAINING@ CLIENTE	trg-TRAINING@ CLIENTE...	CLIES	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC4
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC6
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC7
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P01
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P02
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P03
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P04
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P05
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P07
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P09
<input type="checkbox"/>	trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM...	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P10

Back | Create

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

Q3. Could you select several Customer Material Numbers for creating your NCR?

No. Only one material can be selected at a time when creating a NCR. You will need to create as many NCRs as materials affected by non-conformities.

- Select the line with the customer material number 'CMN-XXX_P20', where XXX is your assigned login number provided by your trainer.
- Click on the 'Create' button.

You have now created a NCR in status 'DRAFT' which has to be completed with missing information.

Q4. In case you did a mistake on the customer material selection, can you still modify it in your NCR?

The material and customer selected by the supplier user cannot be changed after the NCR creation. In case a mistake has been done and if the NCR is still on 'DRAFT' status, you have the possibility to cancel the NCR.

Q5. What are the three parts/sections composing a NCR?

The NCR is composed of the following parts:

- **One header containing generic information applying to the NCR. Mandatory section.**
- **One or several defects. The defect is a collection of information describing the cause(s) of a non-conformity. Optional section.**

- **One or several attachments.** The attachment is a file document containing useful information and details about the non-conformity (if sent by the supplier) or the proposed solution to resolve the quality issue (if sent by the customer). Optional section.

You should see the following 'NCR Details' screen:

My SupplyOn > My Workspace > Concession Overview > NCR Details [Contact](#) | [Help for this page](#) | [Print](#)

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential"; refer to your company rules & security tools to protect data classified at a higher level)

NCR Title:

Title: [Yellow field]

NCR Customer Reference: [Yellow field] NCR Supplier Reference: [Yellow field]

NCR Customer Revision: [Yellow field] NCR Supplier Revision: [Yellow field]

Customer Material Number: CMN-027_FC1 Supplier Material Number: SMN-027_FC1

Customer Organization: trg-TRAINING@ CUSTOMER UK Supplier Organisation: TRGAIRF027SO

Customer plant: CUS1 Supplier Controlpoint: trg-airfoilSO_027

[Header](#) [Defects](#) [Attachments](#)

Header Information

Title: [Yellow field]

Status: DRAFT

Description: [Yellow field]

Customer Organization: trg-TRAINING@ CUSTOMER UK Supplier Organisation: TRGAIRF027SO

Customer Plant Code: 1110 Supplier Controlpoint: trg-airfoilSO_027

Supplier Number: L027

Material

Customer Material Number: CMN-027_FC1 Supplier Material Number: SMN-027_FC1

Customer Material Description: TUBE TA5070 3X6 B; WASHER TUBE B W/ Supplier Material Description: TA5070 3X6 TUBE

Program/Project: [Yellow field] Material Model: [Yellow field]

Order Information

Affected PO/PO Line: [Yellow field] [Search PO Line](#)

Serial Numbers: [Create/Edit](#)

Batch Number: [Yellow field] Affected Quantity: [Yellow field]

Analysis

[Send NCR](#) [Save](#) [Actions](#) [Delete](#) [Print](#) [Back](#) [Send E-Mail](#) [History](#)

You then have to fill out the 10 yellow mandatory fields.

- Enter the header title: **Hole diameter over tolerance.**
- Enter a NCR description: **Hole diameter over tolerance in interface area (see attached pictures).**
- Enter a NCR supplier reference: **1234.**
- Enter a NCR supplier revision: **1.**
- Select a material model: **Qualification Model.**
- Enter the affected quantity: **1.**
- Enter the 'Detected During' information: **Manufacturing cycle.**
- Enter the root cause: **Wrong tooling / program.**
- Enter the corrective action: **Update working instruction / Program.**
- Click on the 'Save' button.
- Choose not to link this NCR to a PO line via the field 'Affected PO/PO Line'. Click on the 'Search PO Line' link.

Order Information

Affected PO/PO Line: [Yellow field] [Search PO Line](#)

Serial Numbers: [Create/Edit](#)

Batch Number: [Yellow field] Affected Quantity: [Yellow field]

The system displays the following screen:

Mr SupplyOn > My Workspace > NCR PO Selection Contact | Help for this page | Print

Active filter: Supplyon Default/ Displayed records correspond to your selection in the NCR Creation Screen. Hide Search Area

Quick Search | Advanced Search

Search Add line | Delete line My search profiles Manage...

Search Reset

SupplyOn Def. View Manage... Reset all Filters

PO	PO Line	Cust. Site	Supplier Site	Supp. No.	Cust. Mat. No.	Supp. Mat. No.
<input type="checkbox"/>	PO-017_7	010	CUS1	trg-airfoilSO_017	L017	CMN-017_P20 SMN-017_P20

Select PO Line No affected PO Cancel

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

- Click on 'No affected PO'.

You are now back to the 'NCR Details' header screen.

- Click on the 'Save' button.

If you have made mistakes, an error message will appear in the top of the screen. In this case follow the instructions of the message and check if you have followed all the steps of the exercise (e.g. missing data in 'Affected Quantity' field).

You have completed the 'Header' section of your new NCR.

- Click now on the 'Defects' information tab.

You should see the following 'NCR Details' screen:

My SupplyOn > My Workspace > Concession Overview > NCR Details [Contact](#) | [Help for this page](#) | [Print](#)

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a higher level)

NCR Title: Hole diameter over tolerance

Title:	Hole diameter over tolerance		
NCR Customer Reference:		NCR Supplier Reference:	1234
NCR Customer Revision:		NCR Supplier Revision:	1
Customer Material Number:	OMN-027_FC1	Supplier Material Number:	SMN-027_FC1
Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Organisation:	TRGAIRF027SO
Customer plant:	CUS1	Supplier Controlpoint:	trg-airfoilSO_027

Header Defects Attachments

SupplyOn Def. View Manage... Reset all Filters

Defect Number	Defect Description	Defect Type Code	Defect Type	Cause Code

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

Send NCR Save Actions Download Upload Print Back Send E-Mail History

- Click on the 'Actions' button and then on 'Add' to create a defect associated to the displayed NCR.

The system is opening a new dialog box, as follows:

Defect Creation/Modification ✕

Defect Description:

Defect Type:

Cause Description:

- Enter the 'Defect Description' text: **32.545 H7 over size to 32.626.**
- Select the 'Defect Type' from the predefined list: **Drilling.**
- Select the 'Cause Description' from the predefined list: **Machine or equipment related.**
- Click on 'OK' to confirm the creation of the defect and redisplay the 'Defects' information tab.

Note: You don't need to click on 'Save' to confirm your action(s) as it has been done automatically by the system.

You have completed the 'Defects' section of your new NCR.

- Click now on the 'Attachments' information tab.

You should see the following 'NCR Details' screen:

My SupplyOn > My Workspace > Concession Overview > NCR Details [Contact](#) | [Help for this page](#) | [Print](#)

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential"; refer to your company rules & security tools to protect data classified at a higher level)

NCR Title: Hole diameter over tolerance

Title: Hole diameter over tolerance

NCR Customer Reference: NCR Supplier Reference: 1234

NCR Customer Revision: NCR Supplier Revision: 1

Customer Material Number: CMN-027_FC1 Supplier Material Number: SMN-027_FC1

Customer Organization: trg-TRAINING@ CUSTOMER UK Supplier Organisation: TRGAIRF027SO

Customer plant: CUS1 Supplier Controlpoint: trg-airfoilSO_027

Header Defects Attachments

SupplyOn Def. View Manage... Reset all Filters

Status	Encrypted	Filename	Filesize (kB)	Deleted
0 entries: Select all Matches on Page Select all Matches Clear Selection Entries per page 50 First Previous Page 1 of 1 Next Last				

Send NCR Save Actions Download Upload Print Back Send E-Mail History

- Click on the 'Actions' button and then on 'Add' to add a new attachment.

The system is opening a new dialog box, as follows:

Add X

Select file for upload:

File is encrypted

- Search for file(s) to upload (under 50MB in total). Ask your trainer to provide you with samples if you don't have any on your desktop.
- Click on 'Upload' to start uploading the selected file within the NCR.

The upload succeeds.

The system redisplay the 'Attachments' information tab with the first uploaded attachment, as shown below:

My SupplyOn > My Workspace > Concession Overview > NCR Details [Contact](#) | [Help for this page](#) | [Print](#)

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a higher level)

NCR Title: Hole diameter over tolerance

Title: Hole diameter over tolerance

NCR Customer Reference:		NCR Supplier Reference:	1234
NCR Customer Revision:		NCR Supplier Revision:	1
Customer Material Number:	CMN-027_FC1	Supplier Material Number:	SMN-027_FC1
Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Organisation:	TRGAIRFO27SO
Customer plant:	CUS1	Supplier Controlpoint:	trg-airfoilSO_027

Header Defects Attachments

SupplyOn Def. View Manage... Reset all Filters

Status	Encrypted	Filename	Filesize (KB)	Deleted	Own
<input type="checkbox"/> Malware scan in progress. Plea...	No	picture.jpg	45	No	SUP

1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 50 [First](#) [Previous](#) | Page [»](#)

[Send NCR](#) [Save](#) [Actions](#) [Download](#) [Upload](#) [Print](#) [Back](#) [Send E-Mail](#) [History](#)

Note: You don't need to click on 'Save' to confirm your action(s) as it has been done automatically by the system.

You have completed the 'Attachments' section of your new NCR.

You have now finalized the NCR creation by providing information at Header, Defects and Attachment levels.

11.4 Scenario 3: Search and update a NCR

This scenario explains how a supplier user can modify a NCR. It follows the Scenario 2 on how to manually create a NCR. You have therefore to complete Scenario 2 before this one.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.

You should see the following screen displaying the NCR in status 'DRAFT' created during Scenario 2:

My SupplyOn > My Workspace					Contact Help for this page Print		
Collab. rejected by supplier	0	0	0		SHIPPED	0	0
Accepted by customer but ...	0	0	0		PARTIALLY RECEIVED	1	1
Non collaborative change	1	1	1		RECEIVED	3	3
Late despatch advice	1	1	0	0	Total	20	26
No goods receipt	3	0	1	2			
VMI					Concession Management Summary		
Stock out: Stock on Hand	0	0		0	Status	New	Total
Below Min: Stock on Hand	0	0		0	OPEN	0	0
Below Signal: Stock on Hand	0			0	INCOMPLETE	0	0
Above Max: Stock on Hand	1		1	1	WORK IN PROGRESS (WIP)	0	0
Stock out: Projected Stock	1	1		1	SUSPENDED PENDING SUPPLIER ACT...	0	0
Below Min: Projected Stock	2	2		2	ACCEPTED PENDING CUSTOMER ACTI...	0	0
Above Max: Projected Stock	1		1	1	USE AS IS	0	0
Despatch Advice					REWORK	0	0
Draft				0	REPAIR	0	0
Error				0	SCRAP	0	0
Claimed UE				0	Total	0	0
Stock Information							
Self Billing Invoice							
Unread SBI (by supplier)	3			3			
Material Master Data							
New material created	32						
Updated VMI parameters	0						
Concession							
Draft	0		1	1			
Rejected	0		0	0			

- Go to the 'Process / Alert Matrix' section and then to the 'Concession process'.
- Click on the number of 'Draft' alerts which are 'Med'.

The screen displays the 'Alert Overview' screen automatically prefiltered as shown below:

My SupplyOn > My Workspace > Alert Overview [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

NCR:Concession Alert	equal to	Draft	Delete line
Ignore Supplier	equal to	Not ignored	Delete line
Inactive since	equal to		Delete line
Priority	equal to	Medium	Add line Delete line

[Search](#) [Reset](#)

My search profiles
 [Manage...](#)
[E-Mail notification](#)

PO Alerts (22) | Forecast Alerts (27) | VMI Alerts (2) | SBI Alerts (0) | MD Alerts (32) | Concession Alerts (1)

[Manage...](#) [Reset all Filters](#)

Ign.C.	Ign.S.	New/Re...	Priority	Alert ID	Alert Creation Date	Inactive since	Cust. Site	ERP Plant	Customer Orga
<input type="checkbox"/>		Read	Medium	57499715	11.08.2014 12:4...		CUS1	1110	trg-TRAINING@

[Back](#) [Set Ignore](#) [Set Read](#) [Download](#) [NCR](#) [Send E-Mail](#)

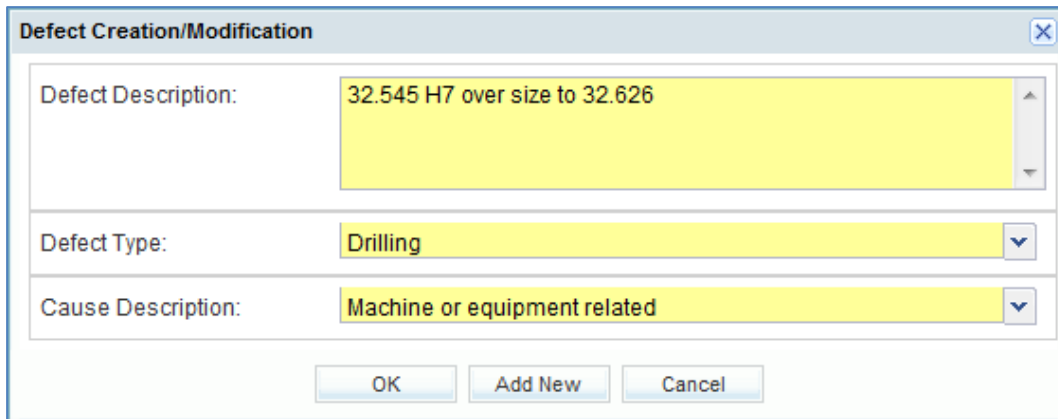
1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page [First](#) [Previous](#) | Page of 1 | [Next](#) [Last](#)

- Tick the box of the first displayed line and click on the 'NCR' button in the lower navigation section to display the 'NCR Details' screen.
- From the 'Header' information tab, modify the following fields:
 - 'Affected Quantity' – enter **2**.
 - 'Batch number' – enter **45567**.
- Click on 'Save' to confirm your modifications.

You have updated the 'Header' data section of the NCR.

- Now, from the 'Header' information tab displayed, click on the 'Defects' tab.
- Select the first defect line.
- Click on 'Actions' button.
- Click on 'Modify'.

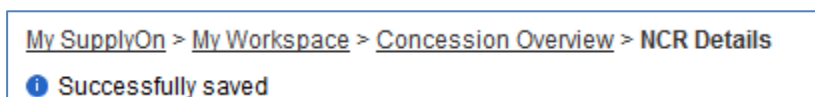
The system is opening a pop up window, as follows:



- Update the 'Defect Description' free text to: **32.545 H7 over size to 32.630**.
- Click on 'OK' to confirm the modification of the defect and redisplay the 'Defects' information tab with the modified NCR.

Note: You don't need to click on 'Save' to confirm your action(s) as it has been done automatically by the system.

If all information has been entered correctly by the supplier user, the system shows a confirmation message in the top left of the screen, as shown below:



You have updated your displayed NCR ('Header' and 'Defects' data tabs).

11.5 Scenario 4: Send email and print a NCR

This scenario is dedicated to send an email and print a NCR. It follows the Scenario 2 on how to manually create a NCR. You have therefore to complete Scenario 2 before this one.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Concession'.
- Click on 'Concession Overview' on the appearing menu.

You should see the following screen displaying the NCR in status 'DRAFT' created during Scenario 2:

The screenshot shows the 'My SupplyOn > My Workspace > Concession Overview' page. It includes search filters, a security reminder, and a table of NCRs. The table has the following data:

NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P
1234	DRAFT	trg-TRAINING@C...	SMN-027_FC1	CMN-027_FC1	OOC-027	Judy Jillings	+44 1179

At the bottom of the screen, there are navigation buttons: Details, Download, Upload, Delete, Print, Back, Send E-Mail, History. The footer shows '1 entry: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next Last'.

- Select the appropriate NCR line.
- Click on 'Send E-Mail' button.

Your local e-mail account opens with a link to be sent to your contact(s) to access the relating NCR screen. You can then send an email to the relevant recipient within your company and/or your customer company.

Q6. From which NCR screens is the 'Send E-Mail' function available?

It is available from 'Concession Overview', 'NCR Details' for Header, 'NCR Details' for Defects and 'NCR Details' for Attachments.

- Go back to the 'NCR Overview' screen.
- Select the first NCR line.
- Click on the 'Print' button in the lower navigation.

After clicking on the 'Print' button, a new browser window opens containing a Printable Document Format (PDF).

The screenshot below shows the NCR label to be printed:

trg-TRAINING@ CUSTOMER		1 Originator Ref No 1234	1a Customer Ref No	2 Originators Company TRGAIRF017SO	3 Customers Company trg-TRAINING@ CUSTOMER UK	4 Revision Issue 1	5 Originator/Contact Marc Stevens	6 Page of pages 1 of 1	
7 Program		8 Customer Mat. No CMN-017_P20		8a Supplier Part No SMN-017_P20		9 Part Name Safety Foam		10 SN or ID No	
11 NC Qty 2	12 Order Qty	13 Work/Purchase Order No No PO affected	14 Assembly Dwg. No		15 Assembly S/N	16 LRU or sub-assembly No		17 Final Product Manufacturer	
19 Non-conformance Description Hole diameter over tolerance in interface area (see attached pictures)					19a Document reference		19b Index	19c Previous Dispositions/Concessions	
					19h Actual Condition		19i Over max/under min		
19d Zone	19e KPC	19f Char. Item No	19g Specified requirement		20 Attachment MappingProcess.csv				
21 Process/NC Code P215		22 Supplier Remarks 32.545 H7 over size to 32.630					23 Cause Code C11	24 Corr. Action Code Update working	
25 Disposition									
25a NC category	25b Limitation	25c Limitation Description					25d Parts marking		
25e Additional Comments									
26 Originator Marc Stevens		28 Additional		29 Notification of regulatory agency(ies)		30 Availability of replacement parts			
Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.		31 Availability of personnel to perform work	
27 Customer								32 In-service unit(s) affected	
Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.		Name/Function or Depart./Date/Sign.			

You have now used the 'Send E-Mail' function and printed a NCR.

Q7. Can you print more than one NCR at a time?

Yes it is possible to select several lines at the same time from a 'Concession Overview' screen and print the NCR labels. If you use the 'Print' function from 'NCR Details' for Header, 'NCR Details' for Defects and 'NCR Details' for Attachments screens, only the selected NCR will be printed by the system.

11.6 Scenario 5: Download and upload a NCR

This scenario shows how a supplier can download a NCR, make changes to it and then upload it back. It follows the Scenario 2 on how to manually create a NCR. You have therefore to complete Scenario 2 before this one.

- **Connect to AirSupply as a supplier.**
- Go to 'My Workspace'.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Concession'.
- Click on 'Concession Overview' on the appearing menu.

You should see the following screen displaying the NCR in status 'DRAFT' created during Scenario 2:

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

A security reminder is displayed: "Concession Management Service security reminder: Don't forget to apply the 2 security golden rules 'Classification check' & 'Antivirus check' before uploading/downloading any document. (Maximum classification level of unprotected files is 'BoostAeroSpace Industry Confidential', refer to your company rules & security tools to protect data classified at a higher level)".

The main content area has tabs for 'Create NCR' and 'Concession Overview'. Below the tabs is a 'SupplyOn Def. View' dropdown and a 'Manage...' button. A table lists the NCR entries:

	NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P
<input type="checkbox"/>	1234	DRAFT	trg-TRAINING@C...	SMN-027_FC1	CMN-027_FC1	OOC-027	Judy Jillings	+44 1179

At the bottom, there are action buttons: 'Details', 'Download', 'Upload', 'Delete', 'Print', 'Back', 'Send E-Mail', and 'History'. A pagination bar shows '1 entry', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page' set to 50, and 'Page 1 of 1'.

- Select the appropriate NCR line.
- Click on 'Download'.

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

[My SupplyOn](#) > [My Workspace](#) > [Concession Overview](#)

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

You asked the system to download the selected NCR with all existing data including attachments.

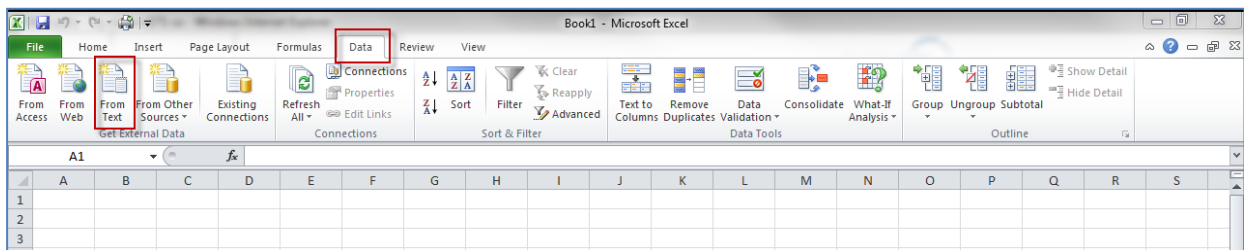
Q8. Can you download NCR data directly in Microsoft Excel format?

No. It will only download NCR data in .CSV format.

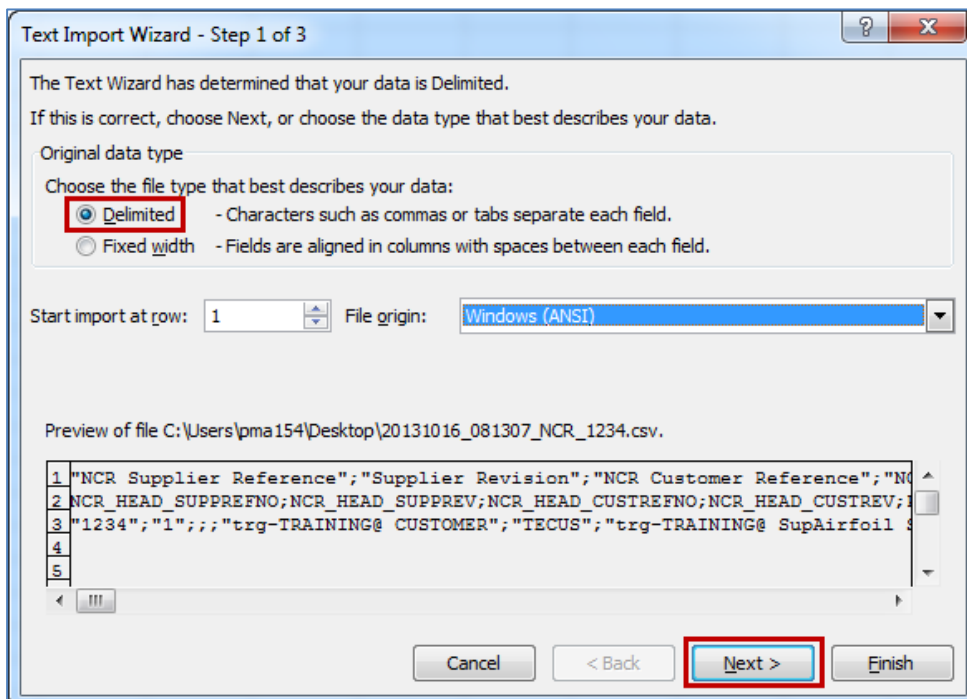
- Open your zip format file.
- Extract all the files from the zip format and save them locally on your desktop.

The following steps need to be performed to work with the CSV file in MS Excel:

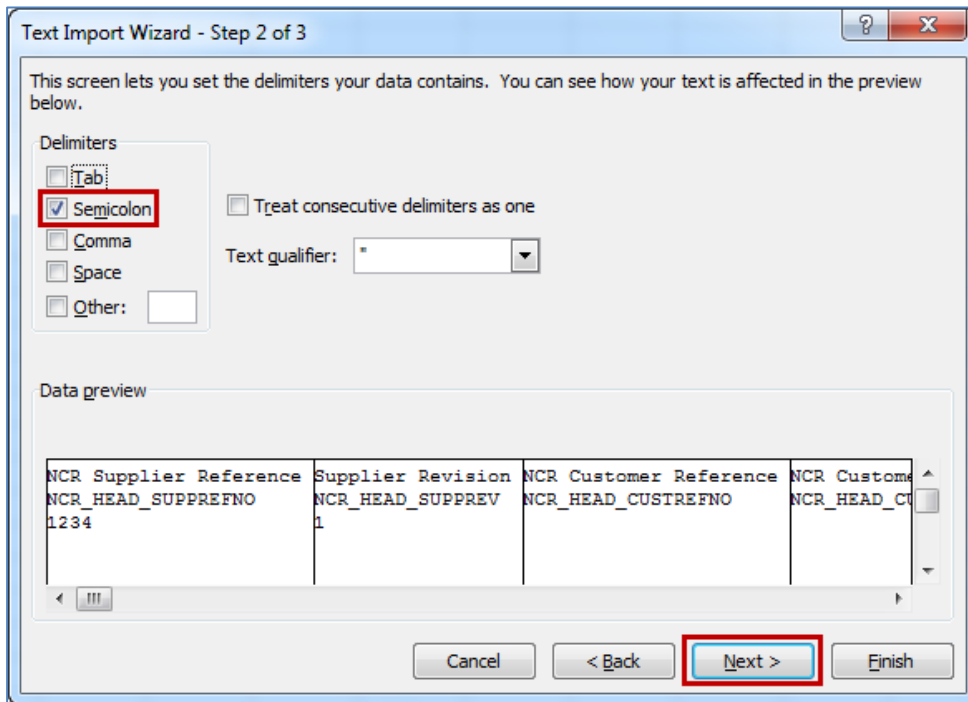
- Open MS Excel and click on the tab 'Data' and then on 'From text'.



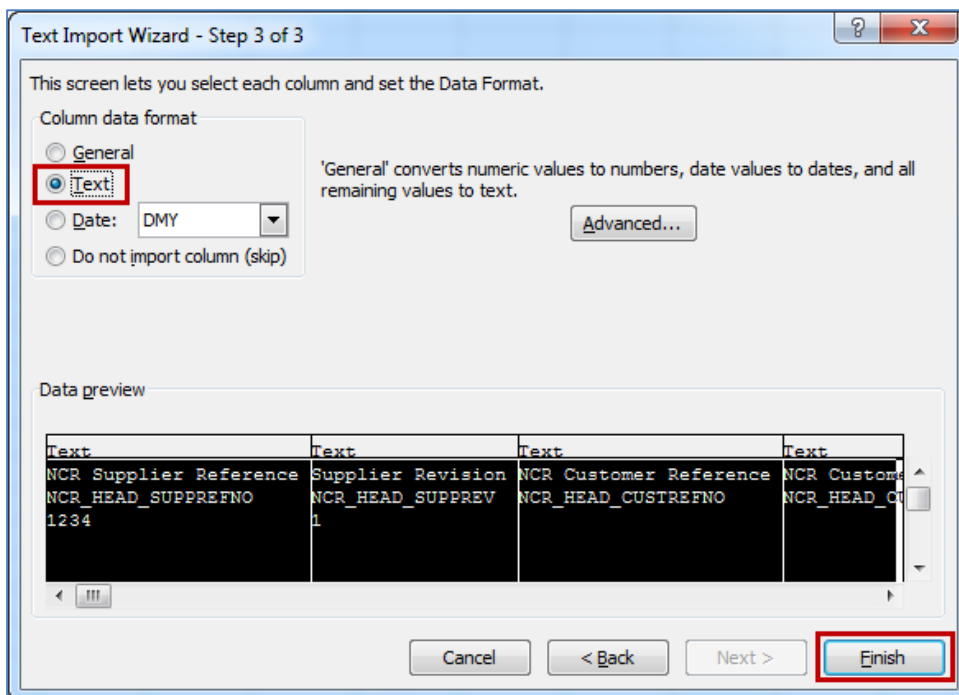
- Select the downloaded .CSV file.
- The 'Text Import Wizard' has started. Click on 'Next'.



- Set the tick at 'Semicolon' and untick the 'Tab', click on 'Next'.



- First select all fields and set the radio at 'Text' click 'Finish' and confirm the last step with 'OK'.



You should see the following .CSV file in MS Excel:

	A	B	C	D	E	F	G
1	NCR Supplier Reference	Supplier Revision	NCR Customer Reference	NCR Customer Revision	Cust. Group	Customer Group Short Name	Supplier Group Name
2	NCR_HEAD_SUPPREFNO	NCR_HEAD_SUPPREV	NCR_HEAD_CUSTREFNO	NCR_HEAD_CUSTREV	PARTNER_RELATION_CUSTOMER_GROUPNAME	PARTNER_RELATION_CUSTOMER_GROUPCODE	PARTNER_RELATION_SUPPLIER_GROUPNAME
3	1234	1			trg-TRAINING@ CUSTOMER	TECUS	trg-TRAINING@ SupAirfoil SO

Q9. Can you create a new NCR by using the upload process?

Yes. If the upload is requested from the 'Concession Overview' screen the upload module will try to find an existing NCR using the key values contained in the .CSV file:

- **If a NCR exists, the NCR is updated as if it was called from 'NCR Details' screens.**
- **If no NCR is found in the system, a new NCR is created.**

However, the new NCR will not contain any attachment. Attachments can only be uploaded manually from AirSupply by using the same process as during NCR creation.

- Modify the 'Batch Number' on line 3 column Z and replace '45567' by '88999'.
- Save the file as .CSV (comma delimited) file and return to the AirSupply 'NCR Overview' screen.

My SupplyOn > My Workspace > Concession Overview [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: **Supplyon Default** [Hide Search Area](#)

[Quick Search](#) [Advanced Search](#)

[Add line](#) | [Delete line](#)

My search profiles

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a higher level)

[Create NCR](#) [Concession Overview](#)

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

	NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P
<input type="checkbox"/>	1234	DRAFT	trg-TRAINING@C...	SMN-027 FC1	CMN-027 FC1	OOC-027	Judy Jillings	+44 1179

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

- From the above screen, click 'Upload' in the lower navigation menu.
- Search and select the .CSV file from the desktop.
- Click 'Upload'.
- Check if the result in the 'NCR Details' screen corresponds to the uploaded information.

My SupplyOn > My Workspace > Concession Overview > NCR Details [Contact](#) | [Help for this page](#) | [Print](#)

Concession Management Service security reminder: Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any document. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a higher level)

NCR Title: Hole diameter over tolerance

Title:	Hole diameter over tolerance		
NCR Customer Reference:		NCR Supplier Reference:	1234
NCR Customer Revision:		NCR Supplier Revision:	1
Customer Material Number:	CMN-027_FC1	Supplier Material Number:	SMN-027_FC1
Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Organisation:	TRGAIRF027SO
Customer plant:	CUS1	Supplier Controlpoint:	trg-airfoilSO_027

Header | Defects | Attachments

Customer Material Number:	CMN-027_FC1	Supplier Material Number:	SMN-027_FC1
Customer Material Description:	TUBE TA5070 3X6 B; WASHER TUBE B W/	Supplier Material Description:	TA5070 3X6 TUBE
Program/Project:	<input type="text"/>	Material Model:	Qualification Model

Order Information

Affected PO/PO Line:	<input type="text"/>	Search PO Line	
Serial Numbers:		Create/Edit	
Batch Number:	88999	Affected Quantity:	2

Analysis

Detected During:	Manufacturing cycle	Date Of Observation:	<input type="text"/>
Related NCR:	<input type="text"/>	Gravity:	
Root Cause:	Wrong tooling / program	Corrective Action:	Update working instruction / Program
Customer RFD/RFW reference:		Supplier RFD/RFW reference:	<input type="text"/>
Disposition:		Limitation:	
Category:		Product Category:	<input type="text"/>

Send NCR | Save | Actions | Delete | Print | Back | Send E-Mail | History

Note: The .CSV file will only contain NCR data (header and defects information) without the attachments. Attachments have to be uploaded manually from AirSupply by using the same process as during NCR creation.

You have updated a NCR via the upload functionality.

11.7 Scenario 6: Pre-sending validation process of a NCR

This scenario explains how a supplier initiates the pre-sending validation process of a NCR. It follows the Scenario 2 on how to manually create a NCR. You have therefore to complete Scenario 2 before this one.

- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'Concession'.
- Click on 'Concession Overview' on the appearing menu.

You should see the following screen displaying the NCR in status 'DRAFT' created during Scenario 2:

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

A security reminder is displayed: "Concession Management Service security reminder: Don't forget to apply the 2 security golden rules 'Classification check' & 'Antivirus check' before uploading/downloading any document. (Maximum classification level of unprotected files is 'BoostAeroSpace Industry Confidential', refer to your company rules & security tools to protect data classified at a higher level)".

The main content area has tabs for 'Create NCR' and 'Concession Overview'. Below the tabs is a 'SupplyOn Def. View' dropdown and a 'Manage...' button. A table lists the NCR details:

NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P
1234	DRAFT	trg-TRAINING@C...	SMN-027 FC1	CMN-027 FC1	OOC-027	Judy Jillings	+44 1179

At the bottom, there are action buttons: 'Details', 'Download', 'Upload', 'Delete', 'Print', 'Back', 'Send E-Mail', and 'History'. The footer shows '1 entry: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next Last'.

- Display the 'NCR Details' screen by clicking on the corresponding NCR number or by selecting the appropriate line and clicking on the 'Details' button.
- From the 'Header' information tab, click on 'Send NCR'.

If all information has been correctly entered in Scenario 2, the system shows a confirmation message in the top left of the screen, as shown below:

The screenshot shows the breadcrumb navigation: 'My SupplyOn > My Workspace > Concession Overview > NCR Details'. Below the breadcrumb, there is a blue information icon followed by the text 'Successfully sent'.

The pre-sending validation process is now performed for the NCR which has been sent to the customer for analysis.

Q10. Is it mandatory to initiate the pre-sending validation process of a NCR from the 'Header' information tab?

No as the pre-sending validation process of a NCR can be done from the 'Header' or 'Defects' or 'Attachments' information tab via the 'Send NCR' button.

- Go back to the 'My Workspace' screen.

Your NCR status changed from 'DRAFT' to 'OPEN' as shown below:

My SupplyOn > My Workspace					Contact Help for this page Print		
Orders under check					Full Overview		
Collab. rejected by customer	0	0	0	CANCELLED	0	0	
Collab. rejected by supplier	0	0	0	PARTIALLY SHIPPED	1	2	
Accepted by customer but penalised	0	0	0	SHIPPED	0	0	
Non collaborative change	1	1	1	PARTIALLY RECEIVED	1	1	
Late despatch advice	1	1	0	RECEIVED	3	3	
No goods receipt	3	0	1	Total	20	26	
VMI					Concession Management Summary		
Stock out: Stock on Hand	0	0	0	Status	New	Total	
Below Min: Stock on Hand	0	0	0	OPEN	0	1	
Below Signal: Stock on Hand	0	0	0	INCOMPLETE	0	0	
Above Max: Stock on Hand	1	1	1	WORK IN PROGRESS (WIP)	0	0	
Stock out: Projected Stock	1	1	1	SUSPENDED PENDING SUPPLIER ACTION (SPSA)	0	0	
Below Min: Projected Stock	2	2	2	ACCEPTED PENDING CUSTOMER ACTION (APCA)	0	0	
Above Max: Projected Stock	1	1	1	USE AS IS	0	0	
Despatch Advice					REWORK		
Draft	0	0	0	REPAIR	0	0	
Error	0	0	0	SCRAP	0	0	
Claimed UE	0	0	0	Total	0	1	
Stock Information					Language		
Self Billing Invoice					English		
Unread SBI (by supplier)	3	3	3				
Material Master Data							
New material created	32						
Updated VMI parameters	0						
Concession							
Draft	0	0	0				
Rejected	0	0	0				

12 OTD Collaboration (On Time Delivery)

12.1 Introduction

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

The OTD Collaboration exercises explain in detail how the supplier and customer should handle OTD lines published in Air Supply

This chapter covers and explains how to:

- How to access OTD/ KPI information
- Configure a view.
- Collaborate on a OTD line as supplier and customer
- Download and E-mail OTD lines and KPIs
- Search an OTD line
- Filter KPI results

The trainer will give to participants' supplier accounts e.g. 'trg-plannerXXX-so'.
XXX is a number between 002 and 200.

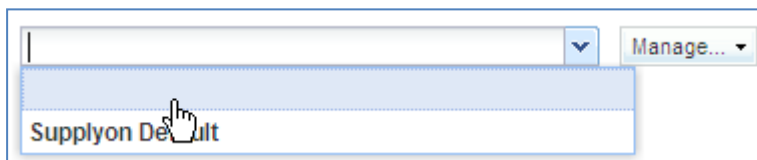
12.2 Scenario 1: How to access OTD/ KPI information and configure a view

This scenario is dedicated to have only access to OTD/ KPI information. Furthermore, it is explained how to configure a search profile.

- **Connect to AirSupply as a supplier** (the process is similar if you connect as a customer).
- Go to 'My Workspace'.
- Click on 'My Workspace Configuration' in the 'User Configuration' section.

You should see the 'My Workspace Configuration' screen:

- Go to the 'Active filter' profile name top right of the screen.
- Open the dropdown menu to the right of the active filter profile name.
- Select the option without name in the drop-down box and click on it.



- Now tick the box under KPI: 'OTD lines to collaborate'.

Note: a customer user can only select the 'Rejected' alert.

My SupplyOn > My Workspace > My Workspace Configuration

[Contact](#) | [Help for this page](#) | [Print](#)

- In the 'Save configuration' drop-down box, define your active filter name (e.g. 'OTD/KPI').
- Click 'Manage' and 'Create New' to save your display configuration.
- Check that you can see the message 'Profile created'.

You should see the following screen:

My SupplyOn > My Workspace > My Workspace Configuration

[Contact](#) | [Help for this page](#) | [P](#)

- Go back to 'My Workspace' by clicking on the 'Back' button.
- Go to the 'Active filter' profile name top right of the screen.

- Open the dropdown menu to the right of the active filter profile name.
- Select the active filter name you have created (e.g. 'OTD/KPI') and click on it.
- You should see the following view:

My SupplyOn > My Workspace [Contact](#) | [Help for this page](#) | [Print](#)

Benno Luther / TST_BY_AFR_ADMRW

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast ▾						Total			OTD/KPI ▾
Purchase Orders						1066			>5000
VMI									My Workspace Configuration
Despatch Advice ▾									Inventory Projection Configuration
Stock Information ▾									Summary
Self Billing Invoice									Alert Overview
Material Master Data									Master Data
KPI ▾									Material Master Data
OTD lines to collaborate									Customer Site Settings
									Language
									English ▾

v5.0.0.20

- Access the 'OTD Collaboration' screen:

You should see the following 'OTD Collaboration' screen (supplier):

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default*
[Quick Search](#) | [Advanced Search](#)

Active YES

OTD Collaboration | **OTD KPI Results**

FR2014-OTD

PO	PO Line	PO S.	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Requ...	Goods Arrival Date	Initial Grading	
<input type="checkbox"/>	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
<input type="checkbox"/>	FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY
<input type="checkbox"/>	FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
<input type="checkbox"/>	FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
<input type="checkbox"/>	FR2014-OTD-10	0010	001	CLOSED	2014-09	FR-2014-10	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	SSW_FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
<input type="checkbox"/>	SSW_FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW_FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW20140820-TST-8...	00010	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST-8...	00020	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-8...	00030	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-8...	00060	00001						

203 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page

- Click on the empty drop-down box in the 'Advanced Search' section.
- Select 'Overall Collab Status' as the search criteria in the drop-down box.

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default*
[Quick Search](#) | [Advanced Search](#) [Hide Search Area](#)

Active YES
Overall Collab Status

My search profiles

- Check that 'Equal to' is shown in the logical operator field next to 'Status'.
- Select 'NEW' as the search criterion
- Go to 'My search profiles'.
- In the 'My search profiles' drop-down box: enter your OTD search name (for example: OTD_NEW).
- Click on 'Manage' and 'Create new' to save your search profile.
- Check that you can see the message 'Profile created'.

Profile created.

Active filter: *Supplyon Default* Hide Search Area

[Quick Search](#) [Advanced Search](#)

Active	equal to	YES	Delete line
Overall Collab Status	equal to		Add line Delete line

My search profiles

OTD_NEW [Manage...](#)

You have created an active filter that only contains OTD data and a search profile for the OTD process with only the OTD lines in status 'NEW'.

12.3 Scenario 2a: Collaborate on a OTD line (Supplier)

This scenario explains how a supplier can collaborate on an OTD line.

- **Connect to AirSupply as a supplier.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'KPI'.
- Click on 'OTD Collaboration' on the appearing menu.

My SupplyOn > My Workspace Contact | Help for this page | Print

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast ▾									
Customer to review	4	207	1		208	NEW ORDER PUBLISHED	1721	1726	Supplyon Default ▾
Supplier to commit	1453	1427	30		1457	SUPPLIER ACCEPTED WITH CHANGES	0	331	My Workspace Configuration
Demand Delta	5	10	0		10	OPEN	65	928	Inventory Projection Configuration
Purchase Orders									
Spares order to check	158	0	0	165	165	SUPPLIER CHANGE ORDER REQUEST	0	72	Despatch Advice Configuration
Collab. rejected by customer	36		43		43	CUSTOMER CHANGE ORDER REQUEST	102	102	Summary
Collab. rejected by supplier	3		11		11	CANCELLATION REQUEST	4	7	Alert Overview
Accepted by customer but pe...	15		24		24	CANCELLED	29	32	Master Data
Non collaborative change	175		175		175	PARTIALLY SHIPPED	39	48	Material Master Data
Late despatch advice	6	5	1	0	6	SHIPPED	79	108	Material Master Data
No goods receipt	3456	2778	678	2	3458	PARTIALLY RECEIVED	3191	3202	Desp. Adv. Settings
VMI									
Stock out: Stock on Hand	53	53			53	RECEIVED	339	381	Supplier Organisation Settings
Below Min: Stock on Hand	0	0			0	Total	>5000	>5000	Language
Below Signal: Stock on Hand	0			0	0				English ▾
Above Max: Stock on Hand	0		0		0				Admin
Stock out: Projected Stock	58	58			58				EDI Integration
Below Min: Projected Stock	47	47			47				v5.0.0.19
Above Max: Projected Stock	0		0		0				
Despatch Advice ▾									
Draft					5				
Error					0				
Claimed UE					17				
Stock Information ▾									
Self Billing Invoice									
Unread SBI (by supplier)	0			0	0				
Material Master Data									
New material created	2471								
Updated VMI parameters	20								
KPI ▾									
OTD KPI Results									
OTD Collaboration									
					79				

You should see the screen displaying the 'OTD Collaboration' tab as shown below:

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: OTD/KPI [Hide Search Area](#)

Quick Search Advanced Search

Active equal to YES [Add line](#) | [Delete line](#)

My search profiles
Supplyon Def. Search [Manage...](#)

Search Reset

OTD Collaboration OTD KPI Results

FR2014-OTD [Manage...](#) [Reset all Filters](#)

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods Arrival Date	Initial Grading
<input type="checkbox"/>	FR2014-OTD-02	0010 001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-04	0010 001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
<input type="checkbox"/>	FR2014-OTD-05	0010 001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY
<input type="checkbox"/>	FR2014-OTD-06	0010 001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
<input type="checkbox"/>	FR2014-OTD-07	0010 001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-09	0010 001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
<input type="checkbox"/>	FR2014-OTD-11	0010 001	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	SSW FR2014Y-07	0010 001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
<input type="checkbox"/>	SSW FR2014Z-07	0010 001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW FR2014Z1-07	0010 001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW20140820-TST-...	00010 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST-...	00020 00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-...	00030 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-...	00060 00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<input type="checkbox"/>	SSW20140820-TST-...	00070 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE

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Q11. Which OTD lines with what status are important for supplier, that means he has to react?

The OTD lines with the Overall Collab Status = 'NEW' and 'REOPEN' are important for the supplier because he has to react, either to accept or reject the OTD line.

Q12. Which deadlines does the supplier have to respect?

The deadlines are defined in the 'Collaboration calendar' defined by the customer. The supplier can display the Collaboration End date.

- Display the column 'Supplier Collab End date'

Active filter: *OTD/KPI*

[Hide Search Area](#)

Quick Search | Advanced Search

Active YES [Add line](#) | [Delete line](#)

My search profiles

OTD Collaboration **OTD KPI Results**

FR2014-OTD

[Reset all Filters](#)

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Supplier Collab ...	Last Agreed Req...	Goods Arrival Da
<input type="checkbox"/> FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	<input type="button" value="Sort Ascending"/>	09/08/2014	09/10/2014
<input type="checkbox"/> FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	<input type="button" value="Sort Descending"/>	09/21/2014	09/10/2014
<input type="checkbox"/> FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	<input type="button" value="Lock"/>	10/02/2014	09/10/2014
<input type="checkbox"/> FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	<input type="button" value="Unlock"/>		
<input type="checkbox"/> FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	<input type="button" value="Columns"/>		
<input type="checkbox"/> FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	<input type="button" value="Filters"/>		
<input type="checkbox"/> FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11			
<input type="checkbox"/> SSW FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07			
<input type="checkbox"/> SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	09/12/2014		
<input type="checkbox"/> SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	09/12/2014		
<input type="checkbox"/> SSW20140820-TST-...	00010	00001	CLOSED	2014-06	OTD-R2014/2	09/12/2014		
<input type="checkbox"/> SSW20140820-TST-...	00020	00001	CLOSED	2014-07	OTD-R2014/2	09/12/2014		
<input type="checkbox"/> SSW20140820-TST-...	00030	00001	CLOSED	2014-06	OTD-R2014/2	09/12/2014		
<input type="checkbox"/> SSW20140820-TST-...	00060	00001	CLOSED	2014-06	OTD-R2014/2	09/12/2014		
<input type="checkbox"/> SSW20140820-TST-...	00070	00001	CLOSED	2014-06	OTD-R2014/2	09/12/2014		

186 entries: | | Entries per page: 100

12.3.1 Perform "ACCEPT"-action

- Select one OTD line with the Status 'NEW'
- Click on 'Accept'

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

Quick Search Advanced Search

Active equal to YES [Add line](#) | [Delete line](#)

My search profiles

OTD Collaboration [OTD KPI Results](#)

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

	PO	PO Line	PO Schedule Line		Late from	Overall Collab Status	Supplier Collab Timestamp	Sup
<input checked="" type="checkbox"/>	TST-8722 MHR5	00010	00001		2014 17.08.2014	NEW		

1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) | Entries per page: 20 | [First](#) [Previous](#) | Page 1 of 1 | [Next](#) >>

<https://airscm-dev.application.oas.supplyon.com/general/main?loadFramePage=true&ctn=cc9e6c6c0c9d88aac106f2c712b72e57#>

- Open the dropdown menu
- Choose a supplier cause

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active YES My search profiles
Supplyon Def. Search

OTD Collaboration | **OTD KPI Results**

SupplyOn Def. View Reset all Filters

PO	PO Line	PO Sched...	Supplier Collab Timestamp	Sup
<input checked="" type="checkbox"/>	TST-8722_MHR5	00010		

Action ACCEPT on OTD line(s)

Attention: this action applies to all selected OTD lines

Supplier cause:

Supplier evidence:

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<https://airscm-dev.application.qas.supplyon.com/general/main?loadFramePage=true&stn=cc9e6c60c9d88aac106f2c712b72e57#>

- Press 'Save'
- The system changes the status

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active YES My search profiles
Supplyon Def. Search

OTD Collaboration | **OTD KPI Results**

SupplyOn Def. View Reset all Filters

PO	PO Line	PO Sched...	Supplier Collab Status	Customer Collab Status	Overall Collab Status	Supplier Collab				
<input type="checkbox"/>	SSW20140917-1SI...	00020	00001	LY	08.09.2014	14.09.2014	ACCEPTED	ACCEPTED	CLOSED	
<input type="checkbox"/>	TST-8656_MHR1	00010	00001	LY	18.08.2014	24.08.2014	OPEN	NEW	NEW	
<input type="checkbox"/>	TST-8747	00060	00001	LY	22.09.2014	28.09.2014	OPEN	NEW	REOPEN	
<input type="checkbox"/>	TST-8747-1	00060	00001	LY	22.09.2014	28.09.2014	REJECTED	OPEN	OPEN	07.10.2014
<input type="checkbox"/>	TST-8666	00020	00001	LY	22.09.2014	28.09.2014	REJECTED	REJECTED	CLOSED	23.09.2014
<input type="checkbox"/>	TST-8666	00030	00001	LY	22.09.2014	28.09.2014	REJECTED	REJECTED	CLOSED	23.09.2014
<input type="checkbox"/>	TST-8662	00010	00001	LY	22.09.2014	28.09.2014	ACCEPTED	ACCEPTED	CLOSED	08.10.2014
<input type="checkbox"/>	TST-8749	00010	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
<input type="checkbox"/>	TST-8749	00020	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
<input type="checkbox"/>	TST-8749	00030	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
<input type="checkbox"/>	TST-8752-1	00010	00001	LY	25.09.2014	01.10.2014	REJECTED	OPEN	OPEN	26.09.2014
<input type="checkbox"/>	TST-8752-1	00020	00001		25.09.2014	01.10.2014	REJECTED	ACCEPTED	CLOSED	26.09.2014
<input type="checkbox"/>	TST-8752-1	00030	00001							

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- The Overall Collab Status changes to 'CLOSED'
- The Supplier Collab Status changes to 'ACCEPTED'

- The Customer Collab Status changes to 'ACCEPTED'

12.3.2 Perform “REJECT”-action

- Select an OTD line with the Status ‘NEW’
- Click on ‘Reject’

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active: YES Add line | Delete line

Search My search profiles
Supplyon Def. Search

OTD Collaboration | **OTD KPI Results**

SupplyOn Def. View Reset all Filters

PO	PO Line	PO Schedule Line	Collab Grading	Early to	Late from	Overall Collab Status	Supplier Cc
<input type="checkbox"/> TST-8656 MHR2	00010	00001	VERY EARLY	18.08.2014	24.08.2014	CLOSED	11.09.20
<input type="checkbox"/> TST-8658 MHR3	00010	00001	ON TIME	18.08.2014	24.08.2014	CLOSED	19.08.20
<input checked="" type="checkbox"/> TST-8662 MHR2	00010	00001	VERY EARLY	19.08.2014	25.08.2014	NEW	
<input type="checkbox"/> TST-8706 MHR1	00010	00001	VERY EARLY	09.08.2014	15.08.2014	NEW	
<input type="checkbox"/> TST-8707 MHR1	00010	00001	VERY EARLY	09.08.2014	15.08.2014	NEW	
<input type="checkbox"/> TST-8708 MHR1	00010	00001	VERY EARLY	09.08.2014	15.08.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	VERY LATE	22.05.2014	02.06.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	EARLY	10.07.2014	21.07.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	EARLY	22.05.2014	02.06.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	LATE	18.06.2014	29.06.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	LATE	22.05.2014	02.06.2014	OPEN	02.09.20
<input type="checkbox"/> SSW20140820-TST-8782	00080	00001	VERY LATE	14.06.2014	25.06.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782	00090	00001	VERY LATE	14.06.2014	25.06.2014	NEW	
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	00001	VERY EARLY	21.06.2014	02.07.2014	NEW	

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- Open the dropdown menu
- Choose a supplier cause

Q13. In which cases the supplier evidence is mandatory to select?

If the supplier choose a supplier cause “type customer”, then the evidence is mandatory, too.

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Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active equal to YES Add line | Delete line

Search | Reset

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SupplyOn Def. View | Manage...

Action REJECT on OTD line(s)

Attention: this action applies to all selected OTD lines

Supplier cause:

Supplier evidence:

Cancel | Save

PO	PO Line	Overall Collab Status	Supplier Collab Status
<input type="checkbox"/> TST-8656 MHR2	00010	CLOSED	ACCEPTED
<input type="checkbox"/> TST-8658 MHR3	00010	CLOSED	REJECTED
<input checked="" type="checkbox"/> TST-8662 MHR2	00010	CLOSED	REJECTED
<input type="checkbox"/> TST-8706 MHR1	00010	CLOSED	ACCEPTED
<input type="checkbox"/> TST-8707 MHR1	00010	CLOSED	ACCEPTED
<input type="checkbox"/> TST-8708 MHR1	00010	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00010	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00020	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00030	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00060	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00070	OPEN	REJECTED
<input type="checkbox"/> SSW20140820-TST-8782	00080	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00090	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00020	CLOSED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00030	CLOSED	ACCEPTED

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- Press 'Save'
- The system changes the status

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active equal to YES Add line | Delete line

Search | Reset

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

OTD Collaboration | **OTD KPI Results**

SupplyOn Def. View | Manage...

PO	PO Line	PO Schedule Line	Overall Collab Status	Customer Collab Status	Supplier Collab Status
<input type="checkbox"/> TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> TST-8658 MHR3	00010	00001	CLOSED	ACCEPTED	REJECTED
<input type="checkbox"/> TST-8662 MHR2	00010	00001	CLOSED	ACCEPTED	REJECTED
<input type="checkbox"/> TST-8706 MHR1	00010	00001	CLOSED	ACCEPTED	REJECTED
<input type="checkbox"/> TST-8707 MHR1	00010	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> TST-8708 MHR1	00010	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	OPEN	OPEN	REJECTED
<input type="checkbox"/> SSW20140820-TST-8782	00080	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782	00090	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00020	00001	CLOSED	ACCEPTED	ACCEPTED
<input type="checkbox"/> SSW20140820-TST-8782-1	00030	00001	CLOSED	ACCEPTED	ACCEPTED

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- The Overall Collab Status changes to 'OPEN'

- The Supplier Collab Status' changes to 'REJECTED'.
- The Customer Collab Status remains 'OPEN'

Q14. If – as a supplier user – I do not respect the Collab End dates, what happens?

In this case the “Auto-accept” action applies. That means that the OTD line is accepted automatically and the Supplier Collab Status changes to 'ACCEPTED' and the Overall Collab Status to 'CLOSED'.

12.4 Scenario 2b: Collaborate on a OTD line (Customer)

This scenario explains how a customer can collaborate on an OTD line.

- **Connect to AirSupply as a customer.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'KPI'.
- Click on 'OTD Collaboration' on the appearing menu.

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast ▾									
Customer to review	4	207	1		208	NEW ORDER PUBLISHED	1721	1726	Supplyon Default ▾
Supplier to commit	1453	1427	30		1457	SUPPLIER ACCEPTED WITH CHANGES	0	331	My Workspace Configuration
Demand Delta	5	10	0		10	OPEN	65	928	Inventory Projection Configuration
Purchase Orders									
Spares order to check	158	0	0	165	165	SUPPLIER CHANGE ORDER REQUEST	0	72	Despatch Advice Configuration
Collab. rejected by customer	36		43		43	CUSTOMER CHANGE ORDER REQUEST	102	102	Summary
Collab. rejected by supplier	3		11		11	CANCELLATION REQUEST	4	7	Alert Overview
Accepted by customer but pe...	15		24		24	CANCELLED	29	32	Master Data
Non collaborative change	175		175		175	PARTIALLY SHIPPED	39	48	Material Master Data
Late despatch advice	6	5	1	0	6	SHIPPED	79	108	Desp. Adv. Settings
No goods receipt	3456	2778	678	2	3458	PARTIALLY RECEIVED	3191	3202	Supplier Organisation Settings
VMI									
Stock out: Stock on Hand	53	53			53	RECEIVED	339	381	Language
Below Min: Stock on Hand	0	0			0	Total	>5000	>5000	English ▾
Below Signal: Stock on Hand	0			0	0				Admin
Above Max: Stock on Hand	0		0		0				EDI Integration
Stock out: Projected Stock	58	58			58				v5.0.0.19
Below Min: Projected Stock	47	47			47				
Above Max: Projected Stock	0		0		0				
Despatch Advice ▾									
Draft					5				
Error					0				
Claimed UE					17				
Stock Information ▾									
Self Billing Invoice									
Unread SBI (by supplier)	0			0	0				
Material Master Data									
New material created	2471								
Updated VMI parameters	20								
KPI ▾									
OTD II					79				
	OTD KPI Results								
	OTD Collaboration								

You should see the screen displaying the 'OTD Collaboration' tab as shown below:

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: OTD/KPI [Hide Search Area](#)

Quick Search Advanced Search

Active equal to YES [Add line](#) | [Delete line](#)

My search profiles
Supplyon Def. Search [Manage...](#)

OTD Collaboration OTD KPI Results

FR2014-OTD [Manage...](#) [Reset all Filters](#)

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods Arrival Date	Initial Grading	
<input type="checkbox"/>	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
<input type="checkbox"/>	FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY
<input type="checkbox"/>	FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
<input type="checkbox"/>	FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
<input type="checkbox"/>	FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
<input type="checkbox"/>	SSW FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
<input type="checkbox"/>	SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<input type="checkbox"/>	SSW20140820-TST-...	00010	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST-...	00020	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-...	00030	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST-...	00060	00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<input type="checkbox"/>	SSW20140820-TST-...	00070	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE

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Q15. Which OTD lines with which status are important for customer, that means he has to react?

The OTD lines with the Overall Collab Status = 'OPEN' are important for the customer because he has to react, either to accept or reject the OTD line. The OTD line gets the status 'OPEN' if the supplier rejected the OTD line in the step before.

The OTD lines with the Overall Collab Status = 'CLOSED' can also be important if the customer wants to reopen an already closed OTD line.

Q16. Which deadlines does the customer have to respect to perform the actions 'ACCEPT', 'REJECT' and 'REOPEN'?

The deadlines for the action 'ACCEPT' and 'REJECT' are defined in the 'Collaboration calendar' defined by the customer. The customer can display the Collaboration End date. The deadline for the action 'REOPEN' is always 60 days after the OTD line has been closed.

- Display the column 'Customer Collab End date'

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search Advanced Search

Active equal to YES [Add line](#) | [Delete line](#)

Search Reset

My search profiles
Supplyon Def. Search [Manage...](#)

OTD Collaboration OTD KPI Results

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

PO	PO Line	PO Schedule Line	KPI Horizon	Customer Colla...	ERP Plant	Supp. Mat. No.	Last Agre
<input type="checkbox"/> TST-8656 MHR2	00010	00001	2014-08	20.09.2014	TOF	K-N08-PG-L57281571-00-000	19.08.
<input type="checkbox"/> TST-8658 MHR3	00010	00001	2014-08	20.09.2014	TOF	K-N08-PG-L57281571-00-000	19.08.
<input type="checkbox"/> TST-8662 MHR2	00010	00001	2014-08	20.09.2014	TOF	K-N08-PG-L57281571-00-000	20.08.
<input type="checkbox"/> TST-8706 MHR1	00010	00001	2014-08	20.09.2014			
<input type="checkbox"/> TST-8707 MHR1	00010	00001	2014-08	20.09.2014			
<input type="checkbox"/> TST-8708 MHR1	00010	00001	2014-08	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	2014-07	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00080	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782	00090	00001	2014-06	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	00001	2014-07	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782-1	00020	00001	2014-07	20.09.2014			
<input type="checkbox"/> SSW20140820-TST-8782-1	00030	00001					

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83 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page

12.4.1 Perform “ACCEPT”-action

- Select one OTD line with the Status ‘OPEN’
- Click on ‘Accept’

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) [Advanced Search](#)

Active: YES [Add line](#) | [Delete line](#)

My search profiles

OTD Collaboration **OTD KPI Results**

FR2014-OTD [Reset all Filters](#)

PO	PO Line	PO ...	Overall Collab Status	Supplier Collab ...	Customer Colla...	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods	
<input type="checkbox"/>	SSW20140821-TST-...	00020	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/21/2014	07/C
<input type="checkbox"/>	SSW20140821-TST-...	00030	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/01/2014	05/C
<input type="checkbox"/>	SSW20140821-TST-...	00040	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/12/2014	07/C
<input type="checkbox"/>	SSW20140821-TST-...	00060	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/28/2014	07/C
<input type="checkbox"/>	SSW20140821-TST-...	00070	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/01/2014	06/C
<input type="checkbox"/>	SSW20140821-TST-...	00080	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/24/2014	06/C
<input type="checkbox"/>	SSW20140821-TST-...	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/24/2014	06/C
<input type="checkbox"/>	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/C
<input type="checkbox"/>	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/C
<input checked="" type="checkbox"/>	TST-8662 MHR2	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/20/2014	07/C
<input type="checkbox"/>	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/26/2014	07/C
<input type="checkbox"/>	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/10/2014	06/C
<input type="checkbox"/>	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/C
<input type="checkbox"/>	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/C
<input type="checkbox"/>	TST-8709 MHR3	00010	00001							

185 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: 100 First Previous Page 1 of 2 Next Last

<https://airscm-dev.application.qas.supplyon...true&stn=64fed3f64b800bb91c9a2f2b9509323a#>

Q17. In which cases the customer cause is mandatory to select after the “accept”-action?

The customer has to enter a cause if the supplier chose before already a cause “type customer” when he rejected the OTD line. In all other cases it is only optional.

- Open the dropdown menu
- Choose a customer cause

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

Search | Reset

OTD Collaboration | **OTD KPI Results**

FR2014-OTD | Manage... | Reset all Filters

Action ACCEPT on OTD line(s)

Attention: this action applies to all selected OTD lines

Customer cause: 1

Customer evidence:

PO	PO Line	PO ...	Overall Collab Status	Supplier Collab Status	Customer Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods
<input type="checkbox"/>	SSW20140821-TST...	00020	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/2
<input type="checkbox"/>	SSW20140821-TST...	00030	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
<input type="checkbox"/>	SSW20140821-TST...	00040	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/1
<input type="checkbox"/>	SSW20140821-TST...	00060	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	SSW20140821-TST...	00070	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
<input type="checkbox"/>	SSW20140821-TST...	00080	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	SSW20140821-TST...	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/19
<input type="checkbox"/>	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/19
<input checked="" type="checkbox"/>	TST-8662 MHR2	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/20
<input type="checkbox"/>	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/26
<input type="checkbox"/>	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/10
<input type="checkbox"/>	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10
<input type="checkbox"/>	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10
<input type="checkbox"/>	TST-8709 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10

185 entries: | | Entries per page: 100 | | Page 1 of 2 |

- Press 'Save'
- The system changes the status

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

Search | Reset

OTD Collaboration | **OTD KPI Results**

FR2014-OTD | Manage... | Reset all Filters

PO	PO Line	PO ...	Overall Collab Status	Supplier Collab Status	Customer Collab Status	KPI Horizon	Cust. Mat. No.	Last Ag	
<input type="checkbox"/>	SSW20140821-TST...	00020	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/2
<input type="checkbox"/>	SSW20140821-TST...	00030	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
<input type="checkbox"/>	SSW20140821-TST...	00040	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/1
<input type="checkbox"/>	SSW20140821-TST...	00060	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	SSW20140821-TST...	00070	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
<input type="checkbox"/>	SSW20140821-TST...	00080	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	SSW20140821-TST...	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
<input type="checkbox"/>	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/1
<input type="checkbox"/>	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/1
<input type="checkbox"/>	TST-8662 MHR2	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/2
<input type="checkbox"/>	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/2
<input type="checkbox"/>	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/1
<input type="checkbox"/>	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/1
<input type="checkbox"/>	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/1
<input type="checkbox"/>	TST-8709 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/1

185 entries: | | Entries per page: 100 | | Page 1 of 2 |

- The Overall Collab Status changes to 'CLOSED'
- The Supplier Collab Status changes to 'REJECTED'

- The Customer Collab Status changes to 'ACCEPTED'

12.4.2 Perform “REJECT”-action

- Select an OTD line with the Status ‘OPEN’
- Click on ‘Reject’

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active: equal to: YES Add line | Delete line

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

OTD Collaboration | **OTD KPI Results**

FR2014-OTD Reset all Filters

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods Arrival Date	Initial Grading
<input checked="" type="checkbox"/>	SSW20140820-TST...	00070 00001	OPEN	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE
<input type="checkbox"/>	SSW20140820-TST...	00080 00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST...	00090 00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST...	00010 00001	CLOSED	2014-07	OTD-R2014/2	07/01/2014	06/01/2014	VERY EARLY
<input type="checkbox"/>	SSW20140820-TST...	00020 00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST...	00030 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST...	00060 00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<input type="checkbox"/>	SSW20140820-TST...	00070 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE
<input type="checkbox"/>	SSW20140820-TST...	00080 00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST...	00090 00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<input type="checkbox"/>	SSW20140820-TST...	00010 00001	CLOSED	2014-07	OTD-R2014/2	07/01/2014	06/01/2014	VERY EARLY
<input type="checkbox"/>	SSW20140820-TST...	00030 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST...	00040 00001	CLOSED	2014-07	OTD-R2014/2	07/12/2014	07/01/2014	EARLY
<input type="checkbox"/>	SSW20140820-TST...	00060 00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<input type="checkbox"/>	SSW20140820-TST...	00070 00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE

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

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Q18. In which cases the customer cause is mandatory to select after the “reject”-action?

The customer has to enter a cause if the supplier chose before already a cause “type customer” when he rejected the OTD line. In all other cases it is only optional.

- Open the dropdown menu
- Choose a customer cause

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

OTD Collaboration | **OTD KPI Results**

FR2014-OTD Reset all Filters

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods Arrival Date	Initial Grading	Grading acc. Col...
<input type="checkbox"/>	FR2014-OTD-02	0010 001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE	ON TIME
<input type="checkbox"/>	FR2014-OTD-04	0010 001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY	EARLY
<input type="checkbox"/>	FR2014-OTD-05	0010 001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	FR2014-OTD-06	0010 001	CLOSED	2014-10	FR-2014-06	10/02/2014	09/10/2014	VERY LATE	VERY LATE
<input type="checkbox"/>	FR2014-OTD-07	0010 001	CLOSED	2014-10	FR-2014-07	10/02/2014	09/10/2014	LATE	LATE
<input checked="" type="checkbox"/>	FR2014-OTD-09	0010 001	CLOSED	2014-10	FR-2014-09	10/02/2014	08/06/2014	LATE	LATE
<input type="checkbox"/>	FR2014-OTD-11	0010 001	CLOSED	2014-10	FR-2014-11	10/02/2014	09/10/2014	LATE	LATE
<input type="checkbox"/>	SSW FR2014Y-07	0010 001	CLOSED	2014-10	FR-2014-07	10/02/2014	08/14/2014	LATE	LATE
<input type="checkbox"/>	SSW FR2014Z-07	0010 001	CLOSED	2014-10	FR-2014-07	10/02/2014	08/15/2014	LATE	LATE
<input type="checkbox"/>	SSW FR2014Z1-07	0010 001	CLOSED	2014-10	FR-2014-07	10/02/2014	08/15/2014	LATE	LATE
<input type="checkbox"/>	SSW20140915-TST-...	00010 00001	REOPEN	2014-06	OTD-R2014/2	08/30/2014	07/01/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	SSW20140917-TST-...	00010 00001	REOPEN	2014-09	OTD-R2014/2	09/09/2014	07/01/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	SSW20140917-TST-...	00010 00001	REOPEN	2014-09	OTD-R2014/2	09/09/2014	07/01/2014	VERY EARLY	VERY EARLY

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

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- Press 'Save'
- The system changes the status

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

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

OTD Collaboration | **OTD KPI Results**

FR2014-OTD Reset all Filters

PO	PO Line	PO ...	Overall Collab Status	Scored For KPI Calculation	Supplier Collab ...	Customer Colla...	KPI Horizon	Cust. M
<input type="checkbox"/>	SSW20140820-TST-...	00070 00001	CLOSED	No	REJECTED	REJECTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00080 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00090 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00010 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-07	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00020 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-07	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00030 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00060 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00070 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00080 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00090 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00010 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-07	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00030 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00040 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-07	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00060 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI
<input type="checkbox"/>	SSW20140820-TST-...	00070 00001	CLOSED	Yes	ACCEPTED	ACCEPTED	2014-06	OTI

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

186 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: 100 | [First](#) | [Previous](#) | Page 1 of 2 | [Next](#) | [Last](#)

- The Overall Collab Status changes to 'CLOSED'
- The Customer Collab Status changes to 'REJECTED'
- The Supplier Collab Status remains 'REJECTED'

- 'Scored for KPI calculation' changes to 'NO'

Q19. Is an OTD line which was rejected by both parties (supplier and customer) relevant for KPI calculation?

No, such kind of OTD line will never be relevant for KPI calculation because customer and supplier could not agree on the responsibility and cause.

Q20. If – as a customer user – I do not respect the Collab End dates, what happens?

In this case the “Auto-Accept” action applies. That means that the OTD line is accepted automatically and the Customer Collab Status changes to ‘ACCEPTED’.

12.4.3 Perform "REOPEN"-action

- Select the OTD line with the Overall Collab Status 'CLOSED' which you used in the example before:

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* Hide Search Area

Quick Search | Advanced Search

Active: YES [Add line](#) | [Delete line](#)

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

OTD Collaboration | **OTD KPI Results**

FR2014-OTD Reset all Filters

PO	PO Line	PO ...	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req...	Goods Arrival Date	Initial Grading	Grading acc. Col...	
<input checked="" type="checkbox"/>	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE	ON TIME
<input type="checkbox"/>	FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY	EARLY
<input type="checkbox"/>	FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE	VERY LATE
<input type="checkbox"/>	FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE	LATE
<input type="checkbox"/>	FR2014-OTD-09	0010	001	OPEN	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE	LATE
<input type="checkbox"/>	FR2014-OTD-11	0010	001	OPEN	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE	LATE
<input type="checkbox"/>	SSW_FR2014Y-07	0010	001	REOPEN	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE	LATE
<input type="checkbox"/>	SSW_FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE	LATE
<input type="checkbox"/>	SSW_FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE	LATE
<input type="checkbox"/>	SSW20140915-TST-...	00010	00001	REOPEN	2014-08	OTD-R2014/2	08/30/2014	07/01/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	SSW20140917-TST-...	00010	00001	REOPEN	2014-09	OTD-R2014/2	09/09/2014	07/01/2014	VERY EARLY	VERY EARLY
<input type="checkbox"/>	SSW20140917-TST-...	00010	00001							

Back | Send E-Mail | Download | Accept | Reject | **Reopen** 2

204 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: 100 | [First](#) | [Previous](#) | Page 1 of 3 | [Next](#) | [Last](#)

- Click on 'Reopen'
- Now the Overall Collab Status changes to 'REOPEN'
- The Supplier Collab Status changes to 'OPEN'
- The Customer Collab Status changes to 'OPEN'

12.5 Scenario 3: Download and E-Mail an OTD line/ KPIs

This scenario is dedicated to send an email and download an OTD line and OTD KPI Results.

- **Connect to AirSupply as a supplier or customer.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'KPI'.
- Click on 'OTD Collaboration' on the appearing menu.

You should see the following screen:

Active filter: *Supplyon Default* [Hide Search Area](#)

Quick Search Advanced Search

Active equal to YES [Add line](#) | [Delete line](#)

My search profiles

OTD Collaboration OTD KPI Results

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

PO	PO Line	PO Schedule Line	Overall Collab Status	Supplier Collab Timestamp	Supplier Cause	Suppl
<input type="checkbox"/> TST-8656 MHR2	00010	00001	CLOSED	11.09.2014	Forwarder	Fo ^
<input type="checkbox"/> TST-8658 MHR3	00010	00001	CLOSED	19.08.2014	Customer Design	wc
<input type="checkbox"/> TST-8662 MHR2	00010	00001	CLOSED	11.09.2014	Customer ERP/MRP	Cu
<input type="checkbox"/> TST-8706 MHR1	00010	00001	CLOSED	11.09.2014	Force majeure	Str
<input type="checkbox"/> TST-8707 MHR1	00010	00001	CLOSED			
<input type="checkbox"/> TST-8708 MHR1	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	CLOSED	02.09.2014	Customer supplie...	NC
<input type="checkbox"/> SSW20140820-TST-8782	00080	00001	REOPEN			
<input type="checkbox"/> SSW20140820-TST-8782	00090	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782-1	00020	00001	CLOSED	01.09.2014	Documentation	

93 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page [First](#) [Previous](#) | Page of 5 | [Next](#) >>

- Select the appropriate OTD line.

12.5.1 Send E-Mail

- Click on 'Send E-Mail' button.

Your local e-mail account opens with a link to be sent to your contact(s) to access the relating OTD screen. You can then send an email to the relevant recipient within your company and/or your customer company.

Q21. From which OTD/KPI screens is the 'Send E-Mail' and 'Download' function available?

It is available from 'OTD Collaboration and 'OTD KPI Results'.

12.5.2 Download function

- Select another OTD line.
- Click on the 'Download' button in the lower navigation.

Q22. Which download formats are available?

There are the formats CSV and XLS available.

The screenshot shows the 'OTD KPI Results' page in the SupplyOn system. At the top, there are search filters and navigation options. The main area contains a table with columns: PO, PO Line, PO Schedule Line, KPI Horizon, ERP Plant, Supp. Mat. No., and Last Agreed Requested date. A red box highlights the 'Download' button in the bottom navigation bar, with a '2' next to it. Another red box highlights the download menu that appears, showing options for 'CSV', 'Full download (xls)', and 'Displayed columns only (xls)', with a '3' next to the 'Full download (xls)' option. The table lists various PO lines with their respective schedule lines, KPI horizons, ERP plants, and material numbers.

PO	PO Line	PO Schedule Line	KPI Horizon	ERP Plant	Supp. Mat. No.	Last Agreed Requested date
<input checked="" type="checkbox"/> TST-8656 MHR2	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	19.08.2014
<input checked="" type="checkbox"/> TST-8658 MHR3	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	19.08.2014
<input type="checkbox"/> TST-8662 MHR2	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	20.08.2014
<input type="checkbox"/> TST-8706 MHR1	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
<input type="checkbox"/> TST-8707 MHR1	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
<input type="checkbox"/> TST-8708 MHR1	00010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	2014-07	TOF	K-N08-PG-L57281571-00-000	20.07.2014
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	28.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00001	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	24.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00001	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	24.06.2014
<input type="checkbox"/> SSW20140820-TST-8782	00001	00001	2014-07	TOF	K-N08-PG-L57281571-00-000	01.07.2014

After clicking on the a format, a new browser window opens containing the download file.

12.6 Scenario 4: Search an OTD line

This scenario shows how a supplier or customer can search for an OTD line.

- **Connect to AirSupply as a supplier or customer.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'KPI'.
- Click on 'OTD Collaboration' on the appearing menu.

You should see the following screen:

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

Active YES [Add line](#) | [Delete line](#)

My search profiles

OTD Collaboration **OTD KPI Results**

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

PO	PO Line	PO Schedule Line	Overall Collab Status	Supplier Collab Timestamp	Supplier Cause	Suppl
<input type="checkbox"/> TST-8656 MHR2	00010	00001	CLOSED	11.09.2014	Forwarder	Fo
<input type="checkbox"/> TST-8658 MHR3	00010	00001	CLOSED	19.08.2014	Customer Design	wc
<input type="checkbox"/> TST-8662 MHR2	00010	00001	CLOSED	11.09.2014	Customer ERP/MRP	Cu
<input type="checkbox"/> TST-8706 MHR1	00010	00001	CLOSED	11.09.2014	Force majeure	Str
<input type="checkbox"/> TST-8707 MHR1	00010	00001	CLOSED			
<input type="checkbox"/> TST-8708 MHR1	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00020	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00030	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00060	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782	00070	00001	CLOSED	02.09.2014	Customer supplie...	NC
<input type="checkbox"/> SSW20140820-TST-8782	00080	00001	REOPEN			
<input type="checkbox"/> SSW20140820-TST-8782	00090	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782-1	00010	00001	CLOSED			
<input type="checkbox"/> SSW20140820-TST-8782-1	00020	00001	CLOSED	01.09.2014	Documentation	

93 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page [First](#) [Previous](#) | Page of 5 | [Next](#) >>

- Select the filter Overall Collab Status in the advanced search
- Select as search criteria 'NEW'

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

Overall Collab Status NEW [Add line](#) | [Delete line](#)

My search profiles

- Name this search profile in 'My search profiles' 'OTD_NEW'
- Click on 'Create NEW'

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) | [Advanced Search](#)

Overall Collab Status NEW [Add line](#) | [Delete line](#)

My search profiles

Create new

Update

Delete

Set as/reset to default

OTD Collaboration **OTD KPI Results**

SupplyOn Def. View

PO	PO Line	PO Schedule Line	Overall Collab Status	Supplier Collab Timestamp
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- Click again on 'My Workspace'
- Click again over 'KPI' and the tab 'OTD Collaboration'
- Select in my search profiles the just created profile 'OTD_NEW'

12.7 Scenario 5: Filtering OTD KPI Results

This scenario explains how a supplier or customer can filter OTD KPI Results.

- **Connect to AirSupply as a supplier or customer.**
- Go to the 'My Workspace' screen.
- Go to the 'Process / Alert Matrix' section and place the mouse over 'KPI'.
- Click on 'OTD KPI Overview' on the appearing menu.

You should see the following screen displaying the OTD KPIs:

My SupplyOn > My Workspace > KPI [Contact](#) | [Help for this page](#) | [Print](#)

Active filter: *Supplyon Default* [Hide Search Area](#)

[Quick Search](#) [Advanced Search](#)

Overall Collab Status: [Add line](#) | [Delete line](#)

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

[OTD Collaboration](#) | **OTD KPI Results**

[Manage...](#) [Reset all Filters](#)

	ERP Plant	Supp. No.	Customer Group...	KPI Horizon	% OTD ...	% OTD ...	% EARLY	% OTD ...	% Colla...	% Reje...	%
<input type="checkbox"/>	TOF	600251	AIRB	2014-08		5,56	40,28	8,84	16,67	12,50	
<input type="checkbox"/>			AIRB	2014-08		5,19	37,66	8,60	16,67	12,50	
<input type="checkbox"/>	FAL	600251	AIRB	2014-08							
<input type="checkbox"/>	TOF		AIRB	2014-08		5,56	40,28	8,84	16,67	12,50	
<input type="checkbox"/>			AIRB	2014-08		5,19	37,66	8,60	16,67	12,50	
<input type="checkbox"/>	FAL		AIRB	2014-08							
<input type="checkbox"/>	TOF	600251	AIRB	2014-08							
<input type="checkbox"/>	FAL	600251	AIRB	2014-08							
<input type="checkbox"/>			AIRB	2014-07		3,77	3,77	37,74	11,01	5,00	
<input type="checkbox"/>	FAL		AIRB	2014-07							
<input type="checkbox"/>	TOF	600251	AIRB	2014-07							
<input type="checkbox"/>	TOF		AIRB	2014-07		3,77	3,77	37,74	11,01	5,00	
<input type="checkbox"/>	FAL	600251	AIRB	2014-07							

97 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: [First](#) [Previous](#) | Page of 5 | [Next](#) [Last](#)

- Use the OTD KPI Horizon to see only OTD KPIs for a certain period:

My SupplyOn > My Workspace > KPI Contact | Help for this page | Print

Active filter: *Supplyon Default* Hide Search Area

Quick Search Advanced Search

Add line | Delete line My search profiles Manage...

Search

OTD Collaboration **OTD KPI Results**

FR 2014 - OTD Reset all Filters

	Cust. Org.	ERP Plant	Supplier Site	Supplier. Org.	Supplier Group Name	Supp. No.	KPI Horizon	% OTD ...	% OTD ...
<input type="checkbox"/>	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste...	600251	2014-08	Sort Ascending	
<input type="checkbox"/>	AFR	FAL	PD_RUAG G	RUAG_DE	PD_Ruag Components AG	073109	2014-08	Sort Descending	
<input type="checkbox"/>	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste...	600251	2014-08	Lock	
<input type="checkbox"/>	AFR	FAL		GOODR	PD_Goodrich Actuation Syste...		2014-08	Unlock	
<input type="checkbox"/>	AFR	FAL		RUAG_DE	PD_Ruag Components AG		2014-08	Columns	
<input type="checkbox"/>	AFR	FAL	PD_RUAG D	RUAG_CH	PD_Ruag Components AG	081521	2014-07	Filters	
<input type="checkbox"/>	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste...	600251	2014-08		
<input type="checkbox"/>	AFR	FAL		RUAG_CH	PD_Ruag Components AG		2014-07		
<input type="checkbox"/>	AFR	FAL		GOODR	PD_Goodrich Actuation Syste...		2014-06		
<input type="checkbox"/>	AFR	FAL		RUAG_CH	PD_Ruag Components AG		2014-05		
<input type="checkbox"/>	AFR	FAL		GOODR	PD_Goodrich Actuation Syste...		2014-04		
<input type="checkbox"/>	AFR	FAL	PD_RUAG D	RUAG_CH	PD_Ruag Components AG	081521	2014-03		
<input type="checkbox"/>	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste...	600251	2014-02		
<input type="checkbox"/>	AFR	FAL		GOODR	PD_Goodrich Actuation Syste...		2014-01		
<input type="checkbox"/>	AFR	FAL		RUAG_DE	PD_Ruag Components AG		2013-12		
<input type="checkbox"/>							2013-11		
<input type="checkbox"/>							2013-10		
<input type="checkbox"/>							2013-09		

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<https://airscm-dev.application.qas.supplyon.com/general/main?loadFramePage=true&stn=6603702e1840b2930bcb5c5409b27a#>