

Quick Guide - AirSupply Notification of Escape

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

1 Basic Knowledge about AirSupply NoE

Notification of Escape (NoE) is a standardized way used to quickly inform the customer about a possible problem with already delivered products. It is a defined process for a product quality insurance for customers and their suppliers.

AirSupply NoE is one module of AirSupply Quality, which is an extension of the existing AirSupply collaboration platform provided by SupplyOn. Next to NoE it consists of the modules Advanced Product Quality Planning (APQP), Concession, 9S - Practical Problem Solving and in future also Non-Conformity and Liability Collaboration.

2 Prerequisites for the usage of AirSupply NoE

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

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

- **IndSellerNoE-Write**
- **IndSellerNoE-Read**

Airsupply Company Admin

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

3 Support for AirSupply NoE

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

Please see also the direct links:

Training documents:

- [Detailed User Guide](#)

Training Videos:

- [How to create an NoE](#)
- [How to collaborate on an NoE](#)

Supplier Info Portal:

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

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

4 How to start the creation of an Notification of Escape

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

2. Select SupplyOn Services > AirSupply

3. Select Notification of Escape > NoE Creation

The screenshot shows the 'My Workspace' page with several summary tables. The 'Notification of Escape' menu item is highlighted in the left sidebar, and a dropdown menu is open showing 'NoE Creation' and 'NoE Overview' options, both highlighted with red boxes.

	New	High	Med	Low	Total
Purchase Orders					
Material Master Data					
Concession					
Draft	4		40		40
Refused	0		1		1
Notification of Escape					
Draft			27		27

Status	New	Total
Total	45	111

Status	New	Total
INCOMPLETE	1	5
SUSPENDED PENDING SUPPLIER ACTI...	1	3
PREVALIDATION	0	0
WORK IN PROGRESS (WIP)	0	2
Total	179	225

Status	New	Total
INCOMPLETE	0	1
OPEN	0	2
WORK IN PROGRESS (WIP)	0	2
ACCEPTED PENDING CUSTOMER ACTI...	0	1
ACCEPTED	0	0
CANCELLATION REQUEST	0	1
CANCELLED	0	0
Total	0	7

Note

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

4. Select the affected material and confirm with **Create** to start the NoE process

The screenshot shows the 'Create NoE' page with a search bar and a table of materials. The table has columns for Cust. Group, Customer Organization, Cust. Site, Supplier. Org., Supplier Site, Supp. Mat. No., and Cust. Mat. No. One row is selected, highlighted with a red box.

	Cust. Group	Customer Organization	Cust. Site	Supplier. Org.	Supplier Site	Supp. Mat. No.	Cust. Mat. No.
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_SELL_0002	BIS_MIG_CUST_0002
<input checked="" type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_SELL_0003	BIS_MIG_CUST_0003
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_VMI_S0002	BIS_MIG_VMI_C0002
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_VMI_S0004	BIS_MIG_VMI_C0004
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG5_FC_SELL_0005	BIS_MIG5_FC_CUST_0005
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R		CMN
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	SupplierMaterialNumber-----	CustomerMaterialNumber-----
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	EVR750-04-0100A:F0057	EVR750-04-0100A:F0057
<input type="checkbox"/>	trg-AirSupply Industrial	trg-AirSupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	MHR11_2014-07-31_01_FC...	MHR11_2014-07-31_01...

At the bottom of the page, the 'Create' button is highlighted with a red box. The status bar shows '26 entries' and 'Page 1 of 3'.

Note

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

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

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

5. Fill in all necessary fields in the NoE Details and send the NoE to your customer

The screenshot shows the 'NoE Details' form in the SUPPLYON system. The form is divided into several sections: 'Header Information', 'Material', and 'Customer/Supplier Information'. The 'Header Information' section includes fields for Title, Status, Reason status change, Process code, Detected At, and Nonconformance Description. The 'Material' section includes fields for Customer Material Number, Supplier Material Number, Customer Material Description, Supplier Material Description, Other part number, Buying Commodity, and Buying Sub-Commodity. The 'Customer/Supplier Information' section includes fields for Customer focal point, Manufacturer Site, Supplier Organization, and Supplier Controlpoint. The 'Send NoE' button is highlighted in red, indicating the next step in the process.

Note

By sending the NoE for the first time, you have just sent a preliminary Alert (*Status Open*). After this, please continue to fill in the fields (with additional mandatory fields) and send the NoE again until it reaches the status *WIP*.

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