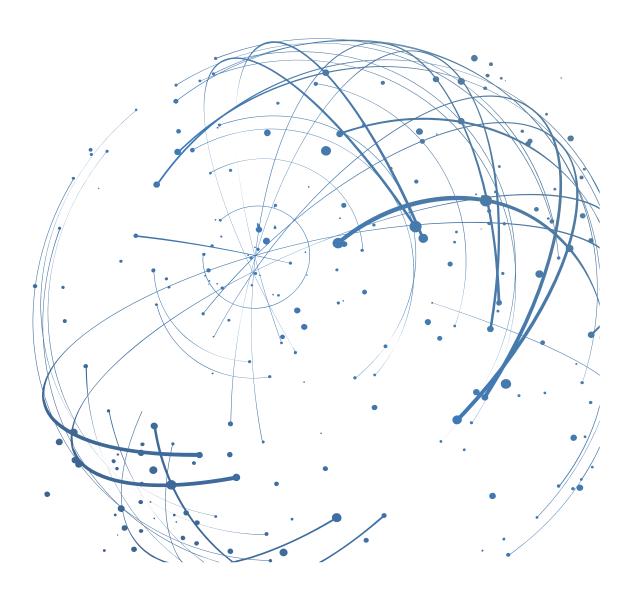
Project Management (APQP)





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1 About this Manual

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

In this manual it is described, how supplier and customer can collaborate on the APQP process with AirSupply.

1.1 Intended Audience

This manual is intended for supplier who have a working knowledge of AirSupply.

1.2 Typographical and Graphical Conventions

Example	Meaning
command	Text, which are you required to type at a command line, is identified by Courier font.
Screen text	Text, which is visible in the user interface, is bold .
Reference	Reference material is in <i>italics</i> .
Parameter	A command parameter or a method name is identified by Courier font.

The following typographical conventions are used throughout the manual:

The graphical convention is used throughout the manual:

Project Schedule	Action List	ChangeL	og	Status Re	port	All Attachments		
	Re	sponsible	Star	t date	Requested	i Date	Confirmed	Date
355 - Airbus APQP sup	plier 01							
	Sup	pplier W						
bus Program requiremer	nts Su	pplier W			22.06.2019)	22.04.2019	
∨)	Su	pplier W			22.06.2019)	22.07.2019	
cess	Su	pplier W			22.06.2019)	22.06.2019	
velopment	Su	pplier W						
cess	Su	pplier W			22.06.2019)		

Figure: Red borders are used to indicate special areas.

Red borders indicate areas of interest on the screenshot. They are not part of the user interface.



1.3 Abbreviations

Abbreviation	Meaning
APQP	Advanced Product Quality Planning
CSV	Comma-separated values
PDF	Portable Document Format
PPAP	Production Part Approval Process
OTD	On time delivery
RAG	Traffic light status (Red – Amber – Green)
RAG Maturity	RAG status from the Airbus internal APQP system.
RAG OTD	Airbus term for the standard traffic light status in AirSupply Project Management.



2 Overview

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

Process description



Creating and activating projects

1. The customer, for example a project manager, creates an APQP project on the basis of a company-wide standardized template type. For each template, based on a template type, predefined project schedules are available.

An APQP project is called *Work Package* at Airbus.

An APQP project consists of the following components:

- project information
- project team
- project schedule
- action list

A project schedule consists of:

- phases
- elements (called *deliverables* at Airbus)

2. The customer defines the project team and assigns responsibilities.

3. The customer defines the project schedule, i.e. he defines the requested dates for phases and elements.

4. The customer activates the project and the supplier receives an email notification to participate in the project.

 \rightarrow See Managing APQP Projects on page 18.

Collaboration

The customer sets due dates for elements (*deliverables*) and creates tasks for the supplier. The supplier is responsible for the realization of the assigned elements. He needs to confirm the requested date and keep track of the times. Customer and supplier can enter comments or upload attachments, for example as a work result. The supplier finally enters the date on which the element was completed.

 \rightarrow See Collaborating on APQP Projects on page 8.



Tracking and reporting

The project participants can track the course of the project at any time by using status reports. Status indicators immediately signal occurring problems or exceeded schedules. Automatically sent email notifications inform the customer and the supplier about the incidents. Additionally, corrective actions can be assigned and tracked.

 \rightarrow See Managing APQP Projects on page 18.



3 Collaborating on APQP Projects

For using AirSupply APQP, you need an APQP role and the appropriate rights. \rightarrow See Roles and Rights on page 38.

In addition, you must define a Key Account Manager for each project created by a customer. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. \rightarrow See Assigning a Key Account Manager on page 37.

When the customer creates an APQP project, he defines the project lead of the supplier. You can change the project lead. \rightarrow See Project Team on page 22.

After a customer creates and activates an APQP project, customer and supplier can collaborate on the APQP project.

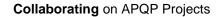
The course of an APQP project is as follows, whereby the supplier only takes part in the collaboration.



The collaboration on APQP projects takes place on several levels or by reacting on **RAG OTD** alerts:

- Confirming due dates for phases and elements \rightarrow see Confirming Due Dates on page 10.
- Assigning and working on tasks via actions, → see Creating and Working on Actions on page *13.*
- Commenting on project phases and elements, \rightarrow see Creating Comments on page 15.
- Adding attachments, for example for documenting the results, → see Adding Attachments on page *16.*

After the customer has activated a project, the supplier receives an email with a link to the project.





Dear Mr.
your project "A320-1313" is now activated. You can start working on your project immediately.
Project: A320-1313
Supplier Part Nr.:
Current project status: Undefined
Link to the project:
https://platform.application.gas.supplyon.com/logon/logonServlet?redirectURL=https%3A%2F%
2Fplatform.application.qas.supplyon.com%2Fproma%2Fsecurity%2Flogin%3FfollowURL%
3Da4f505586aae044ab7dac57eb9177a23
Best regards,
Your SupplyOn Team
Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
Support by phone: https://www.supplyon.com/en/contact/
E-mail: customer-support@SupplyOn.com
http://www.SupplyOn.com
SupplyOn AG
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan
Asenkerschbaumer Registration Court: Munich, Commercial Register Number: HRB 13828

Figure: Email with a link to a project, created by a customer.

To collaborate on APPQ projects:

1. Click the link in the email, which directly leads you to the project.

— or —

1. Log on to → SupplyOn and on the main menu, point to SupplyOn Services, and then click Project Management.

— or —

- 1. On the main menu, point to SupplyOn Services, click AirSupply and then click APQP.
- 2. The **Project List** page is displayed.

My Projec	ta Open bades See	ch Projecte	Кну Асхая	unts											Act a	s substiti
Project Lis	t													0	Help and s	upport Pri
Please click	k on the name of the project to	view projec	t details. Filter s	ettings	s remain after next login.											
7 Projects															1	Receil to
Status;	Name / Number i	Supp. I	Part Nr.	I	Customer	ł	Responsible	i	Sys. Status 👔	Start	Sant.	Next due date	i	Template i	% 1	Fa
	JHE42	Sup_R	42		FIT_Airbus S.A.S		Jones, tim		Active	08.01.2019		28.02.2019		Demo example - multiple	38	5
	A320-II_2019_06_16	42			FIT_Airbus S.A.S		jones, tim		Active	16.05.2019		30.11.2019		New Model for Demo(6.1)	0	Ľ
	APQP-trial	42			FIT_Airbus S.A.S		jones, tim		Active	18.05.2019		30.06.2020		New Model for Demo(6.1)	0	Ľ
	APQP test scenario				FIT_Airbus S.A.S		jones, tim		Active	16.05.2019		31.05.2020		Demo example - multiple	13	[
	more supplier contacts				PIT_Airbus S.A.S		jones, tim		Active	19.05.2019				New Model for Demo(2.1)	0	C
	2-sub				FIT_Airbus S.A.S		APQP, User de Test - 2		Active	20.05.2019				KT Session(INT_1.1)	0	Ľ
	Customer Validation	32			FIT_Airbus S.A.S		jones, tim		Active	27.05.2019		30.11.2019		Demo example - multiple	0	C
Projects							20 💌 En		per page							

Figure: **Project List** page.

- 3. In the Name / Number column, click a project you want to collaborate on.
- 4. The **Project Schedule** tab is displayed, which is the starting point for the collaboration on an APQP project.



Project: A32	0-11_2019_05_15	/ 42	Save	Save and Back to Project Lis	Refresh Cancel			No help available Prin
Project Informa	tion Proje	ct Team Project Schedule Action	n List ChangeLog	Status Report All Att	achments			
Project Sche	dule							
+ Add Work	tem II							1
			Status	Assigned users		Dates		
RAG Maturity	RAG OTD	Work packages	Work item	Responsible	Assessor	Start	Requested	Confirmed
7	∇	∇	∇	∇	∇	∇	∇	∇
	•	A320-II_2019_05_15						
	•	V 🗌 Planning		Supplier Work Package L	sad		10.09.2019	
	•	S_AIPI/AIPS		Supplier Work Package L	sad	20.08.2019	30.08.2019	30.08.2019
	•	S_WP Target Weight.		Supplier Work Package L	ad	20.08.2019	10.09.2019	10.09.2019
		∽ □ Serial Production		Supplier Work Package L	ead		30.09.2019	
		S_Statistical Process.		Supplier Work Package L	ead	20.08.2019	30.09.2019	23.09.2019
		 Process Design & Develo 	e.	Supplier Work Package L	sad			
		S Measurement Sys		Supplier Work Package L	ad			

Figure: Project Schedule tab.

An overview of all assigned tasks for which the logged-in user is equal to the responsible user provides the **Open tasks** tab.

	open tasks	Search Projects	Key Accounts								Act as substi
My Pro		Search Projects	Key Accounts								() Help and support P
52 Ope	n tasks									F	Reset table << <123>
Status	Project name	Type I	Task i	Reference :	Customer	:	Responsible Fit.	Requested date Sort	Confirmed date	% :	Comment
	JHE42	Element	S_Forecast / Ordering	Phase: Product Design	FIT_Airbus S.A.S		test, user TJO (Supplier	28.02.2019	29.01.2019	0	
	Customer Validation	Action	Control Plans realizatio		FIT_Airbus S.A.S		test, user TJO (Supplier	28.06.2019		0	
	Customer Validation	Element	S_Forecast / Ordering	Phase: Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	
	Customer Validation	Element	S_Statement of Work (Phase: Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	
	Customer Validation	Element	S_Process to integrate	Phase: Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	Confirmed - this KBD
	A320-II_2019_05_15	Element	S_WP Target Weight R	Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	
	A320-II_2019_05_15	Element	S_AIPVAIPS	Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	Confirmed - this KBD
	Customer Validation	Element	S_Design solutions (Co	Phase: Product Design	FIT_Airbus S.A.S		test, user TJO (Supplier	28.02.2020		0	
	Customer Validation	Element	S_Finite element model	Phase: Product Design	FIT_Airbus S.A.S		test, user TJO (Supplier	28.02.2020		0	

Figure: Open tasks tab.

3.1 Confirming Due Dates

If a customer sets a **Requested** date for a phase or element, the supplier is required to work on it.

The supplier has to confirm the **Requested** date with a **Confirmed** date.

The set **Requested** date and **Confirmed** date control the status of the project, phase or element.

When the supplier starts to work on a phase or element, he sets the **Start** date. This allows the customer to see if and when work on the APQP project has started.

When a phase or element is completed, the supplier has to set a **Closing** date. Only if all elements of a phase are completed, the whole phase is completed. The **Closing** date must be defined so that the status of an APQP project can be specified correctly.



Prerequisites:

- ✓ A project is active.
- ✓ The customer set a **Requested** date for a phase or element.
- ✓ The **Project Schedule** tab for the project is displayed.

To set a Confirmed date or a Closing date:

1. In the **Start** date column, click for the phase for that you start working.

My Projects	Open tasks	Search Projects Key Accounts										
Project: APQP-/	AeroStructure / 43	1		Save and Back to Project List Cancel No hep ava								
Project Informat	tion Projec	t Team Project Schedule Action	List ChangeLog	Status Report	II Attachments							
Project Sche	dule											
+ Add Work	ltem											
			Status		Assigned users		Dates					
RAG Maturity	RAG OTD	Work packages	Element	Work item	Responsible	Assessor	Start	Requested				
∇	∇	∇	∇	∇	∇	∇	∇	∇				
		APQP-AeroStructure										
		V 🗌 Planning			Supplier Work Package Lear	d		29.11.2019				
		S_Cascade of Projec			Airbus Work Package Lead			29.11.2019				
		S_Cascade of Projec			Supplier Work Package Lear	d		29.11.2019				
		S_AIPI/AIPS			Airbus Work Package Lead			29.11.2019				
		S_AIPI/AIPS			Supplier Work Package Lear	d		29.11.2019				
		S_WP Target Weight			Airbus Work Package Lead			29.11.2019				
		S_WP Target Weight			Supplier Work Package Lear	d		29.11.2019				

Figure: Defining a Start date.

The calendar is displayed.

Project: APQP-A	AeroStructure / 42			Save Save and Ba	ack to Project List Cancel			No hel	ip available Print
Project Informat	tion Project	Team Project Schedule	Action List ChangeLo	g Status Report	All Attachments				
Project Sche	dule								
+ Add Work	Item								:
			Status		Assigned users		Dates		
RAG Maturity	RAG OTD	Work packages	Element	Work item	Responsible	Assessor	Start	Requested	Conf
7	∇	∇	∇	∇	∇	∇	∇	∇	∇
		APQP-AeroStructure							
		V Planning			Supplier Work Packa	ge Lead		29.11.2019	
		S_Cascade o	f Projec		Airbus Work Package	ELead (29.11.2019	
		S_Cascade o	f Projec		Supplier Work Packa	ge Lead	< Augus	t 2019 > 9	
		S_AIPI/AIPS			Airbus Work Package	Lead (Su Mo Tu Vi	e Th Fr Sa	
		S_AIPI/AIPS			Supplier Work Packa	ge Lead	4 5 6 7	8 9 10 ,	
		S_WP Target	Weight		Airbus Work Package	Lead (18 19 20 2 25 26 27 2	1 22 23 24	
		S_WP Target	Weight		Supplier Work Packa	pe Lead			

Figure: Calendar for selecting a **Start** date.

2. Select a date.

The date is set for the phase and all its all subordinate elements. If you do not want the same date for a subordinate element, select a different date for the appropriate element.

If you can meet the **Requested** date, confirm the **Confirmed** date.



3. In the **Confirmed** date column, click \Box for the phase you want to set the date.

The calendar is displayed.

Project	t: APQP-AeroStructure / 42				Save Save and	Back to Project List Cancel			No help a	available Print
Projec	t Information Project Team	Project Sched	e Action List	ChangeLog	Status Report	All Attachments				
Projec	ct Schedule									
+ /	Add Work Item									:
		State	5		Assigned us	lers	Dates			
OTD	Work packages	Elen	ent	Work item	Responsible	Assessor	Start	Requested	Confirmed	Closir
	∇	∇		∇	∇	∇	∇	∇	∇	∇
	APQP-AeroStructure									, La
	V 🗌 Planning				Supplier Work	k Package Lead		29.11.2019		60
	S_Cascade of Pr	ojec			Airbus Work F	Package Lead (29.11.2019		
	S_Cascade of Pr	ojec			Supplier Work	k Package Lead	02.09.2019	29.11.2019	< August 20	019
	S_AIPLIAIPS				Airbus Work F	Package Lead (29.11.2019	Su Mo Tu We 1	
	S_AIPL/AIPS				Supplier Work	k Package Lead		29.11.2019	4 5 6 7	
	S_WP Target We	eight			Airbus Work F	Package Lead (29.11.2019	11 12 13 14 1 18 19 20 21 2	22 23 24
	S_WP Target We	sight			Supplier Work	k Package Lead		29.11.2019	25 26 27 28 2	29 30 3

Figure: Calendar for selecting a **Confirmed** date.

4. Select a date.

When a phase has been completely finished, confirm it with the **Closing** date. The **Closing** date is necessary for calculating the status of the APQP project.

5. In the **Closing** date column, click if for the phase you want to set the date.

The calendar is displayed.

- 6. Select a date.
- 7. Click Save.

A dialog box is displayed.

My Projects Open tasks Search Projects	Key Accounts							
Project: APQP-AeroStructure / 42			Save Save and Back to Project	List Cancel			N	No help available Print
Project Information Project Team Proje	ct Schedule Action Li	st ChangeLog	Status Report All Attachmen	ts				
Project Schedule								
+ Add Work Item								:
	Status		Assigned users		Dates			
OTD Work packages	Element	Work item	Responsible	Assessor	Start	Requested	Confirmed	Closing
∇	∇	∇	∇	∇	∇	∇	∇	∇
APQP-Aero Structure								^
V 🗌 Planning			Supplier Work Package Lead			29.11.2019		
S_Cascade of Projec			Airbus Work Package Lead (29.11.2019		
S_Cascade of Projec			Supplier Work Package Lead		02.09.2019	29.11.2019	22.11.2019	•
S_AIPI/AIPS			Airbus Work Package Lead (29.11.2019		_
S_AIPI/AIPS			Supplier Work Package Lead			29.11.2019		
S_WP Target Weight			Airbus Work Package Lead (29.11.2019		
S_WP Target Weight			Supplier Work Package Lead			29.11.2019		•

Figure: Project Schedule tab with a Start date, a Requested date and a Confirmed date.



3.2 Creating and Working on Actions

All active participants on the customer and supplier side can create, process, and delete actions.

If a customer has created an action, the task is listed on the **Open tasks** tab. If the supplier has completed the task, he has to set the **Closing** date. \rightarrow See Confirming Due Dates on page 10.

A supplier can create an action for a colleague.

You can create and work on actions on the **Project Schedule** tab or on the **Action List** tab. On the **Project Schedule** tab you can directly add an action to a phase or an element.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To create an action on the Project Schedule tab:

1. In the **Open Actions** column, click **0 actions** for the phase or element for which you want to create an action.

The Action List tab is displayed.

My Projects Open tasks Search Projects Key Ac	counts					
Project: A320-II_2019_05_15 / 42		Save Save and Back to Proje	ect List Download XLS Cancel		Photo a	and support Pri
Project Information Project Team Project Schedu	Action List Cha	nangeLog Status Report	All Attachments			
Action list						
Status I Action Name	Description	Responsible	Reference I F	Requested Date E Closing Date	: Comment	
Delete Add action						
Project Information Project Team Project Schedu	Action List Cha	hangeLog Status Report	All Attachments			

Figure: Action List tab.

2. Click Add action.

On the Action List tab, a row for defining an action is displayed.

Project: A320-II_2019_0	5_16/42			Save S	ave and Back to Pr	oject List Download XLS	Cancel			Holp and support Pi ()
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments				
Action list										
Status I	Action Name		Description		Responsible	Reference	E Requested D	ate E Closing Date	: Comment	
					Supplier Work F Lead (test, user	ocricial	×		-	
elete Add action										
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments				

Figure: Row with fields for defining an action.

- 3. Fill in the mandatory Action Name field.
- 4. Fill in the **Description** field.



Note

In the **Responsible** column, the responsible of the task is listed. Clicking on the name displays the **Assign responsible** dialog window. Here you can change the responsible for the task.

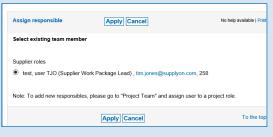


Figure: Assign responsible dialog window.

5. In the **Requested Date** column, click T for the action you want to set a due date for the customer.

Project: A320-II_2019_0	5_15/42			Save Sa	ave and Back to Pro	oject List Download XLS	6 Cancel				(2) Help and support Pr
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments					
Action list											
Status i	Action Name		Description		Responsible	Reference	I	Requested Date	i Closing Date	E Comment	
					Supplier Work P Lead (test, user	general	~			-	
elete Add action											
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments					

Figure: Defining a Requested Date.

The calendar is displayed.

My Project	ts Open	lasks Searc	1 Projects	Key Accounts																
Project: A	320-11_2019_0	5_15 / 42				Save	ave and Back to Pr	oject List	Download XL	S Cancel										Help and support Print
Project Inf	formation	Project Team	Proj	ect Schedule	Action List	ChangeLog	Status Report	All Atta	chments			Augus	_	_		<<		_		
											-	Мо	Tu	We	Th	Fr		Su		
Action li	st										31 32	5	6	7	1	2	3 10	4		
	Status	Action Nam			Description		Responsible		_		33	12	13	14	15	16		18	Comment	
	Status :	Accornan			Description		Responsible		Reference	:	34	19	20	21	22	23	24	25	 Comment	
							Supplier Work F		general	v	35	26	27	28	29	30	31			
							Lead (test, user	TJO)					9	^b						
Delete Add	action																			
Project Inf	formation	Project Team	Proj	ect Schedule	Action List	ChangeLog	Status Report	All Atta	chments											

Figure: Calendar for selecting a date.

6. Select a date.

The date is displayed in the Requested Date field.

The Requested Date controls the status of the action.

7. Select a Reference.

The **Reference** is already defined according to the selected phase or element. If needed, you can change it.

- 8. Click **to** add a comment to the action.
- 9. Click Save.

The action is listed on the **Action list** tab and on the **Open tasks** tab, if the responsible user is the logged-in user.



3.3 Creating Comments

For all phases and elements a comment function for the customer and the supplier is available.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add a comment:

1. In the **Comment** column, click

The **Comment** dialog window is displayed.

Comment	ю г
Comment	^
	~
Cancel Ast convert	>

Figure: Comment dialog window.

- 2. Type in your comment.
- 3. Click Add comment.

The comment is displayed on the **Project Schedule** tab in the **Comment** column.

Project: A320-II_201	9_05_15 / 42				Save Save and	Back t	o Project List	ancel	1				No help available P
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	A	II Attachments						
Project Schedu	le												
+ Add Work Item	Delete												:
users		Dates											
ble	Assessor	Start		Requested	Confirmed		Closing		Milestone end	% On	Attachm	Open act	Comment
	∇	∇		∇	∇		∇		∇	∇	∇	∇	
										0	0 files	0 actions	Þ
/ork Package Lead				30.11.2019									Communication & shari.
/ork Package Lead		13.08.2	019 📋	30.11.2019	31.10.2019					0	0 files	0 actions	Confirmed - this KBD w
/ork Package Lead				30.11.2019						0	1 file	0 actions	P
/ork Package Lead				28.02.2020									Þ
ork Package Lead				28.02.2020						0	0 files	0 actions	Þ
/ork Package Lead				31.07.2020									P

Figure: The comment is displayed in the **Comment** column.

You can add a comment to the current comment by clicking R again.

4. Click Save.



3.4 Adding Attachments

You can add documents to a project and elements. In addition, you can overwrite an existing document by creating a new version of the document.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add an attachment:

1. In the **Attachment** column, click **0 files** for the element for which you want to add a document.

The **Attachments** page is displayed.

My Projects	Open tasks	Search Projects	Key Accounts								
Attachment	•					5	ave Back				Help and support Print
Here you se	e an overview of a	I attachments of a project	ct. Furthermore, you	r can select individua	al attachments and dow	mload them as	a packed ZIP file to your compu	uter.			
Depending of	in internet connect	ion bandwidth, attachme	ents with a size of m	ore than 50MB can	cause time out errors w	hile uploading	Please split your attachments in	n multiple files if time o	out errors occur.		
Add Atta	chment to pr	oject A320-II_201	19_05_15 / 42:	element - S_A	IPI/AIPS						
Title:											
File:			Browse								
	Upload										
Attachm	ents to proje	t A320-II_2019_0	05_15 / 42: eler	nent - S_AIPI//	AIPS						
Only proje	ct attachments										
	Title		File Name		Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comment
			i ne runie		Noveptatioe			oreanon bate	creates by	t et alorinig	o o mineria
0 Attachmen	t					10 💌	Entries per page				

Figure: Attachments page.

- 2. Fill in the Title field with a name for the attachment.
- 3. Click **Browse** for the **File** field to select a file from the dialog window.
- 4. Click Upload.

The file is uploaded and listed on the Attachments page.

The customer gets an email with the subject "New attachment uploaded for element......"

My Proje	ects	Open tasks	Search Projects	Key Accounts								
Attachme	ents					Save Ba	ck				() Help an	d support Print
Here you	i see an	overview of all a	attachments of a proj	ect. Furthermore, yo	ou can select individual attachments and down	load them as a packed	ZIP file to you	ur computer.				
Dependir	ng on int	ernet connectio	n bandwidth, attachn	ents with a size of	more than 50MB can cause time out errors wh	ile uploading. Please s	plit your attacl	nments in multiple files if time ou	t errors occur.			
Add A	ttachr	ment to pro	ject A320-II_20	19_05_15 / 42	: element - S_AIPI/AIPS							
Title:												
File:		I to be and		Browse								
		Upload		05 45 400 -1								
		tachments	A320-II_2019_	U5_15 / 42: ele	ement - S_AIPI/AIPS							
1 Attachn		tachments										
	Title			File Name		Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comment
Delete												
	APQP	Collab		APQPS_TEST!! _APQP_Collab_Te	oW_Cockpit_Floor286670_AA_1181518.p	df	AA	No Classification	11.08.2019 20:06:11	test, user TJO	Upload new version	=
Delete												
1 Attachn	nent					10 💌 Entries p	er page					
Delete	APQP	Collab		APQPS TEST!!	оW_Соскріц Floor_286670_AA_1181618.p	df	AA		11.08.2019			

Figure: Uploaded attachment on the Attachments page.



On the Attachments page you can:

- Download the attachment by clicking the file name in the **File Name** column.
- Select an Acceptance level.
- Mark attachments as **PAPP**.
- Replace the current version with a newer version in the **Versioning** column:

My Projects	Open tasks	Search Projects	Key Accounts								
Attachments	s				Save Ba	ck				🔞 Halp an	d support Prin
Here you see	e an overview of all a	ttachments of a project	t. Furthermore, you	can select individual attachments and dowr	load them as a packed	ZIP file to you	ar computer.				
Depending o	on internet connection	bandwidth, attachme	nts with a size of mo	are than 50MB can cause time out errors wh	ile uploading. Please s	pît your atlach	aments in multiple files if time out	errors occur.			
Add Atta	chment to proj	ect A320-II_201	9_05_15 / 42:	element - S_AIPI/AIPS							
Title:											
Filo:			Browso								
	Upload										
Attachme	ents to project	A320-II_2019_0	5_15 / 42: elen	nent - S_AIPI/AIPS							
	ents to project	A320-II_2019_0	5_15 / 42: elen	nent - S_AIPI/AIPS							
	sci atlachments	A320-II_2019_0	5_15 / 42: elen	nent - S_AIPI/AIPS							
Only proje	sci aitachments A		5_15 / 42: elen ile Name	nent - S_AIPI/AIPS	Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comme
Only proje	sci aitachments A		-	nent - S_AIPI/AIPS	Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comme
Only proje	sci aitachments A		ile Name	nent - S_AIPI/AIPS		Version	Attachment Classification	Creation Date 11.08.2019 20:06:11	Created By test, user TJO	Versioning Upload new version	Comme
Only proje	sci atliachments A		ile Name	-				11.08.2019			

Figure: Upload new version on the Attachments page.

Click Upload new version.

atachments with a size of more	than 50MB can cause time out errors while uploading. Please split your attachments
Browse	Upload new version for 'APQP' File: Browse
ment - S_Process to integrat	Upload Cancel

Figure: Upload new version for ... dialog box.

Select a file and click Upload.

- Add a comment.
- Delete an attachment by selecting it and clicking Delete.

All attachments of the APQP project are listed on the **Attachments** page. \rightarrow See Attachments on page *30.*



4 Managing APQP Projects

The customer, for example a project manager, creates an APQP project, which consists of the following components:

- Project information, \rightarrow see Project Information on page 21.
- Project team, \rightarrow see Project Team on page 22.
- Project schedule, \rightarrow see Project Schedule on page 24.
- Action list, \rightarrow see Action List on page 26.

In addition, the following information for tracking and reporting is available for a project:

- Change Log, \rightarrow see Change Log on page 27.
- Status Report, → see Creating Status Reports on page 28.

To manage projects:

- 1. Log on to \rightarrow **SupplyOn**
- On the main menu, point to SupplyOn Services, and then click Project Management. The Project List page is displayed.

My Projec	cta Open bolos	Securit	Projecta Key /	Accounts											Act as	substitut
Project Lis	st													@ H	elp and su	pport Print
Please clic	k on the name of the proje	ct to vi	ew project details. Fi	iter setting	s remain after next login.											
7 Projects															R	exet tab
Status;	Name / Number	i	Supp. Part Nr.	i	Customer	i	Responsible	1	Sys. Status 👔	Start	Sert.	Next due date	I	Template i	% 1	Fail.
	JHE42		Sup_R42		FIT_Airbus S.A.S		jones, tim		Active	08.01.2019		28.02.2019		Demo example - multiple	38	¥
	A320-II_2019_06_16		42		FIT_Airbus S.A.S		jones, tim		Active	16.05.2019		30.11.2019		New Model for Demo(6.1)	0	
	APQP-trial		42		FIT_Airbus S.A.S		jones, tim		Active	16.05.2019		30.06.2020		New Model for Demo(5.1)	0	
	APQP test scenario				FIT_Airbus S.A.S		jones, tim		Active	16.05.2019		31.05.2020		Demo example - multiple	13	
	more supplier contact				PIT_Airbus S.A.S		jones, tim		Active	19.05.2019				New Model for Demo(2.1)	0	
	2-sub				FIT_Airbus S.A.S		APQP, User de Test - 2		Active	20.05.2019				KT Session(INT_1.1)	0	
	Customer Validation		32		FIT_Airbus S.A.S		jones, tim		Active	27.05.2019		30.11.2019		Demo example - multiple	0	
7 Projects							20 👻 Er	ntries	per page							

Figure: **Project List** page.

Following projects are listed on the Project List page:

- Projects with the Sys. Status of the type Active, Archived, Cancelled or Closed.
- Projects where the supplier is involved as a member of the project team.

Projects with **Sys. Status Cancelled** and **Archived** are not listed on the **Project List** page, but they can be found via the search function. \rightarrow See Searching Projects on page 31.



Overview of Project System Statuses

A supplier user can only participate in a project, if the user is the responsible project lead or is defined as a responsible or active user in a running project. \rightarrow See Roles and Rights on page 38.

A project can have different statuses (Sys. Status), of which the following are possible:

Active: All allocated users can work on the project and document the project progress. The status management controls the escalation events, users are informed, if responsibilities change. Changes in the project schedule are logged. Actions and status reports can be created. An active project can be cancelled or closed.

Closed: A project is finished. A project can only be set to system status **Closed**, if all project elements and phases are closed. Closed projects cannot be edited any more, but access to all tabs (**Project Schedule**, **Actions List**, **Status Reports** and **Attachments**) is possible. It is not possible to upload additional attachments if a project is in the system status **Closed**. A project can be reactivated or archived.

Archived: A project is finished and all necessary information has been archived. It is still possible to access all necessary project information, but no changes are possible. This status is final. An archived project cannot be reactivated. As in all other system status the project can be copied as new project.

The status **Archived** is independent from provision of data for archiving as described in Service Specification of SupplyOn Services for Buying Companies.

Cancelled: A project has been cancelled. A project can be cancelled due to multiple reasons. It is still possible to access the project (read-only), but it is not possible to reactivate the project. If a user cancels a project, a cancellation reason has to be entered.

The Status column displays the current traffic light status of the project:

•	Green	The project is on schedule.
	Amber	The project is no longer on schedule, but the deviation is not yet critical.
	Red	The project is not on schedule. If the project status changes to red, the project managers of customer and supplier will receive email alerts.

The displayed status in the **Status** column corresponds to the Airbus RAG OTD.

indicates that data within the project have been changed since the last login.

The projects are listed by date. Clicking I in the **Start** column, allows you to change the sort order of the projects.

Clicking a name in the **Customer** column displays a dialog window with information on the customer.

Clicking a name in the **Responsible** column displays a dialog window with information on the customer contact person.

By selecting the checkbox in the **Fav.** column, you can define a project as a favorite.

You can define a substitute by clicking Act as substitute. \rightarrow See Managing Substitutes on page 33.



Click the name of a project in the **Name / Number** column to open the project and the project schedule. \rightarrow Project Schedule on page 24.

Note

You can define which columns should be displayed on the **Project Schedule** tab.

Click , and then click **Columns**.

My Projects	Open tasks Search Projects	Key Accounts						Work packages	*		
Project: APQP-s	state-of-the-art / 42			Save Save and Ba	ck to Project List Cancel]	= Sta	atus	0		No help available
Project Informati	tion Project Team Pro	oject Schedule Action I	list ChangeLog	Status Report	All Attachments		-	Element	0		
Project Sche	dule						-	Work item	Θ		
							= As	signed users	O		
+ Add Work I	Item 📋 Delete						=	Responsible	0		÷
	Assigned users		Dates				-	Assessor	0	Table	e profiles
							= Da	ites	0		ind all rows
em	Responsible	Assessor	Start	Requested	Confirmed	Closing	-	= Start	0		
	∇	∇	∇	∇	∇	∇	-	Requested	0	Collap	ipse all rows
							-	: Confirmed	0	Colum	nns >
								: Closing	0		
	Supplier Work Package Lead						-	Milestone end	0		
	Airbus Work Package Lead (On Time & On Qua	0	les	0 actions
						-	= Att	achments	O	les	0 actions
	Supplier Work Package Lead						= Op	en actions	O	100	u actions

Figure: Context menu for selecting and deselecting table columns.

Click O to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click , and then click **Table profiles**.

				:
	Created profiles 1/10		Table profiles	>
or	Default profile	8 î	Expand all rows	
	Create new profile		Collapse all rows	
	Enter name	0 / 40	Columns	>
				1
			ŕ	1

Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click + Click \square to the name of the newly created table profile.



Email Notifications

If the **Sys. Status** changes, the project responsible of the customer and the supplier receive an email notification. In addition, all users that are assigned as responsible to one or more elements in the project plan receive an email notification.

The following Sys. Status changes trigger an email notification:

Created	\rightarrow	Active
Active	\rightarrow	Cancelled
Active	\rightarrow	Closed
Closed	\rightarrow	Active
Closed	\rightarrow	Archived

4.1 **Project Information**

The Project Information tab displays all project information entered by the customer.

My Projects Open tas		jects Key Account	5						Help and support Print	
Project: A320-II_2019_05_	_15 / 42				Save Save and B	Save Save and Back to Project List Cancel				
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All At	tachments			
Project Definition										
Work Package	Je A320-II_2019_06_15						ID	28362		
Template Type Serial Production							Start	15.05.2019		
Template Name							Revision Number			
Internal handling (no Supplier involved)							Date of Revision			
Limited access to attachm	ients									
							Send e-mails for actions			
Supplier Definition										
"Supplier Name		Air	ous APQP supplie	er 01						
Supplier DUNS		999	001764							
Supplier ID										

Figure: Project Information tab.

In the Additional Information section, you can change the mandatory Supplier Part Number.



4.2 Project Team

On the **Project Team** tab, the project team from the customer side and the supplier side is displayed.

If a customer creates a project, he defines a **Supplier Work Package Lead**, i.e. the responsible for the project on supplier side. You can change the responsible of the project.

To change the Supplier Work Package Lead:

1. Click the **Project Team** tab.

The **Project Team** tab is displayed.

My Projects Open tasks	Search Projects	Key Accounts						
Project: A320-II_2019_05_15 / 42					Save Save and E	Back to Project List Can	cel	Help and support
Project Information Project	Team Project	Schedule	Action List	ChangeLog	Status Report	All Attachments		
Users that should have access to the	e project can be assi	gned via click or	the correspondi	ng role name.				
Customer								
Customer Roles	A	Authorization		Name			E-Mail	Phone
Airbus Work Package Lead	v	Vrite		jones, tim			tim.jones@supplyon.com	000
Airbus read-only	F	Read						
Deliverables Assessor 1	R	Read						
Deliverables Assessor 10	R	Read		-				
Deliverables Assessor 11	R	Read						
Deliverables Assessor 12	R	Read		-				
Deliverables Assessor 13	F	lead						
Deliverables Assessor 14	R	Read						
Deliverables Assessor 15	R	lead						1. Sec. 1. Sec
Deliverables Assessor 2	R	Read						

Figure: Project Team tab.

Note

Clicking a name in the **Name** column displays a dialog window with information on the user. Clicking an email address in the **E-Mail** column starts the email application.

2. Click Supplier Work Package Lead.

The User Search page is displayed.

My Projects	Open tasks Search Projects	Key Accounts		
User Search			Select and Back Cancel	Help and support Pr
Name	Search			

Figure: User Search page.

3. Enter a name or a search phrase in the **Name** field and click **Search**.

Note

If you click **Search** without entering a search phrase, all names are listed.

The search result is displayed on the Search Results section.



My Project		Select and Back (Cancel	I leip and support Print			
Name	Seearch					
Search R	esults					
11 Users						
	Name	E-Mail	Location			
0	Baudot, Erlo	Erlo.Baudou@supplyon.com				
0	Mikosoh, Lea	Lea.Mikosoh@supplyon.com				
0	Sohöpfel, Maximilian	Maximilian. Sohoepfel@supplyon.com				
0	Schöpfel, Maximilian	Maximilian.Sohoepfel@supplyon.com				
0	Schöpfel, Maximilian_3	Maximilian.Schoepfel@supplyon.com Hallbergmoos				
0	test, user 01	seller@supplyon.com				
0	test, user 02	seller@supplyon.com				
0	test, user 08	seller@supplyon.com				
0	test, user 10	systemteam.airsupply@airbus.com				
0	test, user 11	systemteam.airsupply@airbus.com				

Figure: Search result(s) in the Search Results section.

4. Select the name you want to add as **Supplier Work Packages Lead** and click **Select and Back.**

A dialog box is displayed, stating that the project lead was changed.

5. Click OK.

The **Project Team** page is displayed with the selected **Supplier Work Packages Lead** in the **Supplier** section.

Supplier				
Supplier Roles	Authorization	Name	E-Mali	Phone
*Supplier Work Package Lead	Write	Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com	258

Figure: Selected supplier in the **Supplier** section on the **Project Team** page.

The selected user receives the emails, sent by the system, for example the confirmation email, when a project is activated.



4.3 Project Schedule

The **Project Schedule** tab is the starting point for the collaboration on the project. \rightarrow See Collaborating on APQP Projects page 8.

A project schedule consists of:

- phases
- elements (called *deliverables* at Airbus)

	My Projects	Open tasks Se	arch Projects Key Accounts									
	Project: APQP-J	eroStructure / 42			Save Save and Back	to Project List Cancel			Na Indi	No help available Print		
	Project Informat	ion Project Te	am Project Schedule Action L	st ChangeLog	Status Report Al	II Attachments						
	Project Sche	dule										
	+ Add Work	ltom 📗 Del								:		
				Status		Assigned users		Dates				
	RAG Maturity	RAG OTD	Work packages	Element	Work item	Responsible	Assessor	Start	Requested	Confir		
	∇	∇	∇	∇	∇	∇	∇	∇	∇	∇		
			APQP-AeroStructure							^		
Phases			> Planning		Suppler Work Package Lead					29.11.2019		
			V Production Process Valid		Supplier Work Package Lead							
			S_Run@Rate protoc			Airbus Work Package Lead (
Elements			S_Run@Rate protoc			Supplier Work Package Lead.						
		_	S_Capacity manage			Airbus Work Package Lead (
			S_Capacity manage			Supplier Work Package Lead						
			S_Measurement Sys			Airbus Work Package Lead (

Figure: Project Schedule tab with phases and elements.

The **RAG Maturity** column displays the traffic light status from the Airbus internal APQP system for the current phase or element.

The **RAG OTD** column displays the traffic light status from Project Management in AirSupply for the current phase or element.

The Assessor column displays which users are responsible for the approval of the element.

The **Milestone end** date column displays the milestone and schedule defined in the internal Airbus APQP system.

The **Customer validation** column displays the validation of an element. Possible values are *Accepted*, *Commented*, and *Rejected*.



Note

You can define which columns should be displayed on the **Project Schedule** tab. Click ¹, and then click **Columns.**

My Projects	Open tasks Search Projects	Key Accounts	_				 Traffic light Work packages 	•	
Project: APQP-	itate-of-the-art / 42		S	ave Save and Back to	Project List Cancel		= Status	o	No help available
Project Informat	ion Project Team Proje	ect Schedule Action List	ChangeLog	Status Report All A	Attachments		= Element	0	
Project Sche	dule						= Work item	0	
							 Assigned users 	0	
+ Add Work	Item 📋 Delete						= Responsible	0	
	Assigned users		Dates				= Assessor	0	Table profiles >
item		Assessor	Start	Requested	Confirmed	Closing	= Dates	0	Expand all rows
tem	Responsible	Assessor	Start	Requested	Confirmed	Closing	= Start	0	Collapse all rows
	∇	∇	∇	∇	∇	∇	= Requested	0	Conapse an rows
							= Confirmed	0	Columns >
							= Closing	0	
	Supplier Work Package Lead						— Milestone end	0	
	Airbus Work Package Lead (= % On Time & On Qua	0	les 0 actions
				-			= Attachments	0	
	Supplier Work Package Lead]	— Open actions	0	les 0 actions

Figure: Context menu for selecting and deselecting table columns.

Click O to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click , and then click **Table profiles**.

				:
Created profiles	1/10		Table profiles	>
Default p Create new pro		Î	Expand all rows Collapse all rows	
Enter name	0/4	+	Columns	>
		_		
		-		-

Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click + Click to the name of the newly created table profile.

On the Project Schedule tab you can:

- Confirm a **Requested** date with a **Confirmed** date and set a **Closing** date, → see Confirming Due Dates on page *10.*
- Assign and work on tasks via actions, → see Creating and Working on Actions on page 13.
- Add comments to phases and elements, \rightarrow see Creating Comments on page 15.
- Add attachments to phases and elements, \rightarrow see Adding Attachments on page 16.



4.4 Action List

On the Action List tab, all actions are listed for the logged-in user for the current project.

Here you can create an internal action (also called task) for a colleague. \rightarrow See Creating and Working on Actions on page 13.

My Projects Open tasks Search Pr	ojects Key Account	5							
Project: A320-II_2019_05_15 / 42			Save Sa	ave and Back to Pro	oject List Download XLS Ca	ancel			Help and support F
Project Information Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments				
Action list									
Status I Action Name		Description		Responsible	Reference	E Requested Date	E Closing Date	: Comment	
Delete Add action									
Project Information Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments				

Figure: Action list tab.

You can download the list of actions as an Excel-file by clicking Download XLS.

My Projects	Open ta	sks Search Pro	jects Key Account								
Project: A320	0-11_2019_05	_15 / 42			Save	ave and Back to Project List	Download XLS Cano	el			Help and support Print
Project Inform	mation	Project Team	Project Schedule	Action List	ChangeLog	Status Report All Attac	chments				
Action list											
	Status i	Action Name		Description		Responsible	Reference	Requested Date	E Closing Date	E Comment	
	•	Reporting		/		Supplier Work Package Lead (test, user TJO)	general	06.08.2019		=	
Delete Add ac	tion										
Project Inform	nation	Project Team	Project Schedule	Action List	ChangeLog	Status Report All Attac	chments				

Figure: Download all actions as an Excel-file by clicking Download XLS.

Note

The **Open tasks** tab lists the actions of *all* projects for which the logged-in user is equal to the responsible user.

My Pr	ojects Open tasks	Search Projects	Key Accounts								Act as subs
Task II:	st										(2) Help and support
53 Ope	n tasks										Reset table << < 1.2.3
5tatus	Project name	Туре 1	Task i	Reference E	Customer	ł	Responsible nr. 1	Requested date set.	Confirmed date	% 1	Comment
	JHE42	Element	S_Forecast / Ordering	Phase: Product Design	FIT_Airbus S.A.S		test, user TJO (Supplier	28.02.2019	29.01.2019	0	
	Customer Validation	Action	Control Plans realizatio		FIT_Airbus S.A.S		test, user TJO (Supplier	28.06.2019		0	
	A320-II_2018_05_15	Action	Reporting		FIT_Airbus 5.A.5		test, user TJO (Supplier	11.08.2019			
	Customer Validation	Element	S_Forecast / Ordering	Phase: Planning	FIT_Airbus 5.A.5		test, user TJO (Supplier	30.11.2019		0	
	Customer Validation	Element	S_Statement of Work (Phase: Planning	FIT_Airbux S.A.S		text, uxer TJO (Supplier	30.11.2019		٥	
	Customer Validation	Element	S_Process to Integrate	Phase: Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	Confirmed - this KBD.
	A320-II_2018_05_15	Element	S_WP Target Weight R	Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019		0	
	A320-II_2018_05_15	Element	S_AIPVAIPS	Planning	FIT_Airbus S.A.S		test, user TJO (Supplier	30.11.2019	31.10.2019	0	Confirmed - this KBD.
	Customer Validation	Element	S_Design solutions (Co	Phase: Product Design	FIT_Airbus S.A.S		test, user TJO (Supplier	28.02.2020		٥	

Figure: Open tasks tab.



4.5 Change Log

On the **ChangeLog** tab, *all* activities concerning the current project are listed, sorted by date.

With selecting dates for **Modified from** to **Modified to**, you can search for activities within a time interval.

My Projects Open tasks Search Project	ts Key Accounts								
Project: APQP test scenario			Back to Pr	oject List				Help and :	support Prin
Project Information Project Team	Project Schedule Action List	ChangeLog	Status Report	All Attachn	ients				
ChangeLog						Modified from			
						Modified to	E Search		
13 elements								<<	<12>>
Area		E Action		I	Old Value	New Value	Modified	Modified by	:
Phase: "Phase: Planning" -> Element: "S_Proce equirements"	ss to integrate Airbus Program	Start date	changed		20.05.2019	01.04.2020	11.08.2019 20:58:08	test, user TJO	
Phase: "Phase: Planning" -> Element: "\$_Proce equirements"	ss to integrate Airbus Program	Confirmed	I date changed		30.05.2019	30.04.2020	11.08.2019 20:58:08	test, user TJO	
Phase: "Phase: Planning" -> Element: "S_Forec	ast / Ordering process"	Element st	tatus was selected			approved	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Planning" -> Element: "S_Stater	nent of Work (SoW)"	Element st	tatus was selected			approved	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Planning" -> Element: "S_Proce equirements"	ss to integrate Airbus Program	Element st	tatus was selected			approved	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Planning" -> Element: "S_Forec	ast / Ordering process"	Completio	n degree changed		0	5	16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Planning" -> Element: "S_Stater	nent of Work (SoW)"	Completio	n degree changed		0	50	16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Planning" -> Element: "\$_Proce equirements"	ss to integrate Airbus Program	Completio	n degree changed		0	50	16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Planning" -> Element: "S_Stater	ment of Work (SoW)"	Start date	changed			20.05.2019	16.05.2019 09:27:30	test, user TJO	

Figure: ChangeLog tab.

You can sort the columns by clicking and selecting a sort criterion.

Project: APQP test sce	nario				Back to Pr	oject List					Help and :	support Pri
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments						
ChangeLog								Modified	I from			
								Modified	to	E Search		
13 elements											<<	<12>
Area			I	Action		I Old	Value	New V	alue	Modified	Modified by	1
Phase: "Phase: Planning requirements"	g" -> Element: "S_P	ocess to integrate Airb	us Program	Start date ch	anged		on degree changed d date changed		:020	11.08.2019 20:58:08	test, user TJO	
Phase: "Phase: Planning requirements"	g" -> Element: "S_P	ocess to integrate Airb	us Program	Confirmed d	ate changed	Element	status was selected		:020	11.08.2019 20:58:08	test, user TJO	
Phase: "Phase: Plannin	g" -> Element: "S_Fe	orecast / Ordering proce	55"	Element stat	us was selected	System s	tatus changed		ed	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Planning	g" -> Element: "S_S	atement of Work (SoW)		Element stat	us was selected			appro	ved	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Plannin requirements"	g" -> Element: "S_P	rocess to integrate Airb	us Program	Element stat	us was selected			appro	ved	16.05.2019 09:28:52	jones, tim	
Phase: "Phase: Planning	g" -> Element: "S_Fe	orecast / Ordering proce	55 ^{°°}	Completion	degree changed	0		5		16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Planning	g" -> Element: "S_S	atement of Work (SoW)		Completion	degree changed	0		50		16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Plannin requirements"	g" -> Element: "S_P	ocess to integrate Airb	us Program	Completion	degree changed	0		50		16.05.2019 09:27:49	test, user TJO	
Phase: "Phase: Planning	g" -> Element: "S_S	atement of Work (SoW)		Start date ch	anged			20.05.	2019	16.05.2019 09:27:30	test, user TJO	
		atement of Work (SoW)		Confirmed d				30.05		16.05.2019 09:27:30	test, user TJO	

Figure: Context menu for the Action column for sorting the values of the column.



4.6 Creating Status Reports

On the **Status Report** tab, you can create and download a status report of the current project as PDF-file or Excel-file.

My Projects Oper	tasks Search Pr	ojects Key Accounts							
Project: APQP test sc	inarlo				Back to Pr	oject List			Help and support Print
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments			
Create Status Rep	port								
Create & Open as PD	F document								
O Greate & Download a:	XLS file								
Create Report									
Report History									
0 elements									
Revision Number	Date of Revision		Name						
Nothing found!									
0 elements					20 💌	Entries per page			
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments			

Figure: Status Report tab.

To create a status report:

1. Select Create & Open a PDF document, to create a status report as PDF-file.

— or —

- 2. Select Create & Download as XLS file, to create a status report as Excel-file.
- 3. Click Create Report.

A status report as PDF-file is created and opened,

	Status Re	•													
Custor	ner Inform	nation				APC	P St	atus		AF	PQP	Projec	t Informatio	n	
Work Pa	ackage	A320-1302								AF	PQP ID)	27733		
Spec./D	rawing					1				Sta	arting I	Date	17.01.20	19	
Number										AF	QP R	evision	AA		
Develop	oment	Toulouse				1					imber				
Location	1 I										ite of A	APQP	21.01.20	19	
						-				Re	vision				_
						Sup	plier	Inform	nation						
							olier N					o suppli	er 01		
						Supp	olier D	UNS		99900	1764				
						Supp	olier P	art Num	nber	4711					
Project Compar	t Team	Role			Name			E-Mail				Phone			_
<u> </u>	ous S.A.S	Airbus Wo	rk Dook	age Load	Hentrich, J	channes			nes.Hentri	h ovto					-
FIT_AIL	JUS 3.A.3	Allbus Wu	IN FOUN	age Leau	Fierfulch, J	Unannes		upplyo		allexte	mæs	000			
Airbus A	\PQP	Supplier V	Vork Pa	kage Lead	test, user J	HE			nes.Hentri	h.exte	m@s	258			-
supplier	01	1						upplyo	n.com		-				
Project	t Schedule	e													
Status	Work Pack	kages	Doc.	Responsi	ble	Start Date	Req.	Date	Conf. Dat	e %	Clos		Element statu		
_	A320-1302	1744					-			0	Date			Actio	'n
-		QP supplier								P				2	
											1				
	01										1				-
	01			Comment	: High priori	tv.									
	01 Production	Process			: High priori Vork	ty.				0	 				
•		Process		Supplier \		ty.				0					
•	Production	Process		Supplier \	Work Lead (test,	ty.				0					
•	Production		1	Supplier \ Package	Work Lead (test,)	ty.	28.0	2.2019	31.01.201						_
•	Production Validation	Part	1	Supplier \ Package user JHE Supplier \	Work Lead (test,)	ty.	28.0	2.2019	31.01.201						
•	Production Validation Production	n Part Process	1	Supplier \ Package user JHE Supplier \	Work Lead (test,) Work Lead (test,	ty.	28.0	2.2019	31.01.201						
• • Open /	Production Validation Production Approval F	n Part Process	1	Supplier \ Package user JHE Supplier \ Package	Work Lead (test,) Work Lead (test,	ty.	28.0	2.2019	31.01.201						_
	Production Validation Production Approval F (PPAP) for	n Part Process rm	1	Supplier V Package user JHE Supplier V Package user JHE	Work Lead (test,) Work Lead (test,	ty.		2.2019 eference					Reg. Dat		%
Open / Status	Production Validation Production Approval F (PPAP) for Actions	n Part Process rm	1	Supplier V Package user JHE Supplier V Package user JHE Res Airb	Work Lead (test,) Work Lead (test,) ponsible us Work Pa	ckage Lead	R		8				Req. Dat 31.01.20		%
	Production Validation Production Approval F (PPAP) for Action Nar Customer-	n Part Process rm ne Task	1	Supplier V Package user JHE Supplier V Package user JHE Res Airb (Hei	Work Lead (test,) Work Lead (test,) ponsible us Work Pa ntrich, Joha	ckage Lead	R	eferenc 320-13	xe 02				·	19 (D
	Production Validation Production Approval F (PPAP) for Actions Action Nar	n Part Process rm ne Task	1	Supplier V Package user JHE Supplier V Package user JHE Res Airb (Hei Sup	Work Lead (test,) Work Lead (test,) ponsible us Work Pa ntrich, Joha	ckage Lead	R	eferenc	xe 02				·	19 (

Figure: Status report as PDF-file.



or a status report as Excel-file is created and opened.

1	A B	C	D	E		F	G	н	1	1	K	L	M	
	APQP State	us Rep	ort											
2	Customer I	nform	ation				APQP	Status		APQP Pr	oject Inforr	nation		
1	Work Package	A320-13	02			1	Green			APQP ID	,	27733		
5	Spec./Drawing Number									Starting Date		17.01.2019		
5	Development Location	Toulouse								APQP Revision	n Number	AA		
7										Date of APQP	Revision	21.01.2019		
,							Suppli	ier Inforr	natio	n				
,							Supplier N	lame		Airbus APQP s	supplier 01			
0							Supplier D	IUNS		999001764				
1							Supplier F	art Number		4711				
2							Confirmed	by supplier						
3														
3 4	Project Tea	m												
	Company	Role		Name				E-Mail			Phone			
	FIT_Airbus S.A.S	Airbus W	/ork	Hentrich, Johannes				Johannes.He	entrich.ex		000			
6	-	Package						com						
	Airbus APQP	Supplier		test, user JHE					entrich.ex	ctern@supplyon.	258			
7	supplier 01	Package	Lead					com						
8														
9	Project Sch	nedule												
0	Status Work P	ackages	Doc.	Responsible		Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions		
		02 - 4711	-						0			2		
	Airbus													
1	supplie	r 01												
2			Commer	ts: High priority.							1			
	Green Product	tion		Supplier Work Package I	ead (test, user				0					
3	Process			JHE)										
2	Green Producti		1	Supplier Work Package I	and (test user		28 02 201	31.01.2019	0					
		action		Tabelle1 Tabelle2		0		101.01.2010	-	1	1	· · · · · ·		
	AIS	action	max	Tabellez	rubelles	- +	1		1.4					

Figure: Status report as Excel-file.



4.7 Attachments

On the **All Attachments** tabs of a project, all documents uploaded for the current project are listed.

You can add documents to a project and elements. \rightarrow See Adding Attachments on page 16.

Project: A320-II_2019_	06_16/42				Back to	Project List				(2) Но	p and support Pri
Project Information	Project Team	Project Schedule	Action List	ChangeLog	Status Report	All Attachments					
All Attachments											
		project. Eurthermore, yc	ou can select individ	lual attachments an	id download them as a	packed ZIP file to your of	computer.				
Only project attachment	ls										
Attachment											
Title	Set	File Name				Version	Acceptance			Created By	File size
						: version :	Acceptance :	Reference to E	Creation Date	Created By :	
APQP Collab		APOPS_TEST!!_A	PQP_Collab_ToW	_Cockpit_Floor1	286870_AA_1181518.		Acceptance :	S_AIPI/AIPS	Creation Date 1	test, user TJO	
	oW_Cockpit_Floor	APQPS_TEST!!_AI			286870_AA_1181518.		Acceptance :		11.08.2019 20:06:11	test, user TJO	
					286870_AA_1181518.	pdf AA	Acceptance :	\$_AIPI/AIPS	11.08.2019 20:06:11	test, user TJO	103.68 KB
APQP_Collab_T						pdf AA	Acceptance :	\$_AIPI/AIPS	11.08.2019 20:06:11	test, user TJO	103.68 KB
APQP_Collab_T Download as ZII ² file						pdf AA AA	Acceptance :	\$_AIPI/AIPS	11.08.2019 20:06:11	test, user TJO	103.68 KB

Figure: All Attachments tab.

Clicking I in the head of a column, allows you to change the sort order of the column items.

Clicking in the File Name column the document name, downloads the original document.

You can select the documents and **Download as ZIP file**.



4.8 Searching Projects

On the **Search Projects** tab, you can perform a simple search and an advanced search. In addition, you can save your search criteria in a search profile.

Note

On the **Project List** page, only projects of the logged-in **Supplier Work Packages Lead** are listed. If you change the **Supplier Work Packages Lead** defined by the customer, the **Supplier Work Packages Lead** can only find his originally assigned project by using the search function.

Simple Search

To use the simple search:

1. Click the Search Projects tab.

The Search Projects page is displayed.

Customer Please select	Search Profiles
Supplier Part Number Customer Please select	
	Name
Status 🗌 Red 📕 🗌 Yellow 🔺 🗌 Green 🔍	Position 1 💌
	Save
Hint: search function accepts asterisk (*) as wildcard!	
Search Reset	1. red

Figure: Search Projects page

2. In the **Simple Search** section, enter and select your search criteria.

3. Click Search.

The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.

Search Profile

You can save the used search criteria in a search profile in the Search Profiles section.

To create a search profile:

- 1. Fill in the Name field
- 2. Click Save.

The name of search profile is listed in the Search Profiles section.



Advanced Search

In the Advanced Search section, you can perform a detailed search.

To use the advanced search:

1. In the Advanced Search section, click

The Advanced Search is displayed.

Ownership	\Box My projects (only) \Box Me as substitute	
Internal handling	O internal (only) O external (only) O internal & external	
System Status	Active Review Cancelled Closed Archived	
Start Date	never mind last month	
	O last 6 months O last year	
	○ from □ to □	
Only changes sinc		
ID		
Responsible		

Figure: Advanced Search.

- 2. In the Advanced Search section, enter and select your search criteria.
- 3. Click Search.

The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.



4.9 Managing Substitutes

Defining a substitute allows you to pass on your authorizations to a project to other users.

If you were defined as a substitute by a colleague, you can act as substitute. Then, all changes on the projects are stored with your name.

If a substitute is no longer needed, you can remove it again.

4.9.1 Defining a Substitute

You can create the substitutions for a period or permanently.

To define a substitute:

You define a substitute via a link on the Project List page.

A JHE42 Sup_B42 FIT_Alrbus S.A.5 jones, tim Active 08.01.2019 28.02.2019 Demo example -multiple 38 [A 220-4_2018_06_16 j = 42 FIT_Alrbus S.A.5 jones, tim Active 15.05.2019 20.12.2019 New Model for Demo(6.1) 0 [A PAP0-stal 42 FIT_Alrbus S.A.5 jones, tim Active 16.05.2019 30.06.2020 New Model for Demo(6.1) 0 [A PAP0-stal 42 FIT_Alrbus S.A.5 jones, tim Active 16.05.2019 30.06.2020 New Model for Demo(6.1) 0 [More supplier contacts FIT_Alrbus S.A.5 jones, tim Active 16.05.2019 31.06.2020 New Model for Demo(2.1) 0 [more supplier contacts FIT_Alrbus S.A.5 jones, tim Active 18.05.2019 New Model for Demo(2.1) 0 [2 sub FIT_Alrbus S.A.5 jones, tim Active 20.05.2019 NtT Session((NT_1.1)) 0 [Customer Validation 3	My Project Project Lis Please clic		th Projects Key Accounts	s remain after next login.							Define my	Act as s	_
A JHEA2 Sup_R42 FT_Airbus S.A.S jones, tim Active 08.01/2019 28.02.019 Demo example -multiple 38 [A 3204_2019_2015_01 F 42 FT_Airbus S.A.S jones, tim Active 16.06.2019 28.02.2019 New Model for Demo(6.1) 0 2 A POP-rial 42 FT_Airbus S.A.S jones, tim Active 16.06.2019 30.06.2020 New Model for Demo(6.1) 0 [APOP-rial 42 FT_Airbus S.A.S jones, tim Active 16.06.2019 30.06.2020 New Model for Demo(6.1) 0 [APOP-resis FT_Airbus S.A.S jones, tim Active 16.06.2019 30.06.2020 New Model for Demo(2.1) 0 [more supplier contacts FT_Airbus S.A.S jones, tim Active 10.06.2019 30.06.2020 New Model for Demo(2.1) 0 [2-sub FT_Airbus S.A.S jones, tim Active 20.06.2019 New Model for Demo(2.1) 0 [[<td< th=""><th>8 Projects</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Re</th><th>set tabl</th></td<>	8 Projects											Re	set tabl
A320-8_2019_05_15 ! 42 FIT_Airbus S.A.S jones, tim Active 15.05.2019 20.12.2019 New Model for Demo(6.1) 0 [APOP-drial 42 FIT_Airbus S.A.S jones, tim Active 15.05.2019 30.05.2020 New Model for Demo(6.1) 0 [APOP-drial 42 FIT_Airbus S.A.S jones, tim Active 16.05.2019 30.05.2020 New Model for Demo(6.1) 0 [APOP field FIT_Airbus S.A.S jones, tim Active 16.05.2019 31.05.2020 Demo examplemultiple 13 [more supplier contacts FIT_Airbus S.A.S jones, tim Active 15.05.2019 31.05.2020 Demo examplemultiple 13 [2-sub FIT_Airbus S.A.S jones, tim Active 15.05.2019 New Model for Demo(2.1) 0 [2-sub FIT_Airbus S.A.S jones, tim Active 20.05.2019 KT Session(NT_1.1) 0 [Customer Vailation 32 FIT_Airbus S.A.S jones, tim Active 27.05.2019 20.11.2019 Demo examplemultiple 0	Status:	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status 🚦	Start	Sort	Next due date	I	Template I	% :	Favl.
APQP-etal 42 FTT_Airbus S.A.S jones, tim Active 16.65.2019 20.06.2020 New Model for Demo(6.1) 0 [APQP-etal FTT_Airbus S.A.S jones, tim Active 16.65.2019 31.06.2020 Demo example - multiple 13 [MOP test scenario FTT_Airbus S.A.S jones, tim Active 16.05.2019 31.06.2020 Demo example - multiple 13 [more supplier contacts FTT_Airbus S.A.S jones, tim Active 19.05.2019 New Model for Demo(2.1) 0 [2-sub FTT_Airbus S.A.S APOP. User de Test - 2 Active 20.05.2019 KT Session(INT_1.1) 0 [Customer Validation 32 FTT_Airbus S.A.S jones, tim Active 27.05.2019 20.11.2019 Demo examplemultiple 0 [JHE42	Sup_R42	FIT_Airbus S.A.S	jones, tim	Active	08.01.2019		28.02.2019		Demo example - multiple	38	
APQP test scenario ··· FIT_Airbus S.A.S jones, tim Active 18.05.2019 31.05.2020 Demo example - multiple 13 [more supplier contacts ··· FIT_Airbus S.A.S jones, tim Active 18.05.2019 New Model for Demo(2.1) 0 [2-sub ··· FIT_Airbus S.A.S APQP, User de Test - 2 Active 20.05.2019 KT Session(NT_1.1) 0 [Customer Validation ··· 32 FIT_Airbus S.A.S jones, tim Active 27.05.2019 30.11.2019 Demo example - multiple 0 [A320-II_2019_05_15 !	42	FIT_Airbus S.A.S	jones, tim	Active	15.05.2019		20.12.2019		New Model for Demo(5.1)	0	V
more supplier contacts FT_Airbus S.A.S jones, tim Active 19.05.2019 New Model for Demo(2.1) 0 [2-sub FT_Airbus S.A.S APOP, Usar de Test - 2 Active 20.05.2019 KT Sesion(INT_1.1) 0 [Customer Validation 32 FT_Airbus S.A.S jones, tim Active 27.05.2019 30.11.2019 Demo example - multiple 0 [APQP-trial	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019		30.06.2020		New Model for Demo(6.1)	0	
2-sub FIT_Airbus S.A.S APQP, User de Test - 2 Active 20.05.2019 KT Session(NT_1.1) 0 [] Customer Validation		APQP test scenario		FIT_Airbus S.A.S	jones, tim	Active	16.05.2019		31.05.2020		Demo example - multiple	13	
Customer Validation 32 FIT_Airbus S.A.S jones, tim Active 27.06.2019 30.11.2019 Demo example - multiple 0		more supplier contacts		FIT_Airbus S.A.S	jones, tim	Active	19.05.2019				New Model for Demo(2.1)	0	
		2-sub		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019				KT Session(INT_1.1)	0	
APQP-state-of-the-art 42 FIT_Airbus S.A.S jones, tim Active 13.08.2019 Eqpt & Sys (Single Model 0		Customer Validation	32	FIT_Airbus S.A.S	jones, tim	Active	27.05.2019		30.11.2019		Demo example - multiple	0	
		APQP-state-of-the-art	42	FIT_Airbus S.A.S	jones, tim	Active	13.08.2019				Eqpt & Sys (Single Model	0	

Figure: **Project List** page with the link **Act as Substitute** on the right side.

 On the Project List page, click Act as Substitute and then click Define my substitutes. The My substitutes tab is displayed.

	My Supply	On SupplyOn S	ervices 🔻 Adminis	stration ▼ New	'S			Airbus APQP supp	lier 01 - test user JH Log O
My SupplyOn > My us	ser: My substit	utes					 Help 	and support Print	Message to suppor
My master data	My roles	My service settings	My user administrators	My substitutes	Privacy setting	5			
Change substitution	settings:								
				Save Discard	hanges				
Here you can set which	of your colleag	ues can act as your substitut	te when using the SupplyOn Ser	vices. You can create the	substitutions for a p	eriod or permanently.			Add substitutes
Substitute			¥	until		E-mail notification	Problem Solver 👻	Sourcing .	Project Manager
The table has no entries	i.								
Remove									

Figure: My substitutes tab.

2. Click Add substitutes.

The User search dialog window is displayed.



U	ser search					
	name, e-mail	Searc	h Reset sea	ırch		
	Name So	ort. 💌 Function 📼	Department 🛛 🖃	E-mail	Company	V
	The table has no entries.					~
	0 Users Select all Deselect all		Rows per pag	ge 20 💌	First Previous Page 1 of 1 Next La	ast
			0	к		

Figure: User search dialog window.

3. Enter a name or an email address in the search field and click **Search**.

Note

If you click **Search** without entering a search phrase, all users with the relevant role are listed.

test, user 11		E-mail	Company	E
		systemteam.airsupply@airbus.com	Airbus APQP supplier 01	
test, user 01		seller@supplyon.com	Airbus APQP supplier 01	
test, user 02		seller@supplyon.com	Airbus APQP supplier 01	
test, user 03		seller@supplyon.com	Airbus APQP supplier 01	
test, user 10		systemteam.airsupply@airbus.com	Airbus APQP supplier 01	
✓ test, user TJO		tim.jones@supplyon.com	Airbus APQP supplier 01	

Figure: User search dialog window with search result and selected user.

4. Select one or more user and click OK.

The selected user(s) is listed on the My substitutes tab.



upport Print Message to supp
Add substitute
ing 👻 Project Manage
¥ ¥
c

Figure: My substitutes tab with the added user.

With **from** and **until** you can specify the period in which the selected user is your substitute.

Activating **E-mail notification** sends an email to the substitute when your replacement starts.

In addition, you can select for which SupplyOn Services (**Problem Solver**, **Sourcing**, **Project Manager**) the substitute has access to.

5. Click Save.

The My Project tab is displayed.

4.9.2 Removing Substitutes

You can remove your substitute(s) from the list of substitutes on the My substitutes tab.

To remove a substitute:

My Projects	Open tasks S	arch Projects Key Accounts								Act as substitute
Project List									Dahne r	my substitutes
Please click o 3 Projects	n the name of the project	to view project details. Filter settin	gs remain after next login.							Reset tabl
Status	 Name / Number 	 Supp. Part Nr. 	 Customer 	 Responsible 	 Sys. Status 	 Start 	Sert. • Next due date	 Template 	▼ %	Tav.
•	A520-1302 -	4711	FIT_Arbus S.A.S	Hertrich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	
•	A320-1313 💌		FIT_Airbus S.A.S	Hentrich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	
•	A320-I2314 🔻	5347-88	FIT_Airbus S.A.S	Hentrich, Johannes	Active	23.01.2019	31.01.2019	Risk Level 1 - v2	D	
3 Projects				20	Entrics per page					
										To the top
										10 000 001

Figure: Project List page with the link Act as Substitute on the right side.

 On the Project List page click Act as Substitute, and then click Define my substitutes. The My substitutes tab is displayed, where the substitutes are listed.

My SupplyOn > My user: My sub:	stitutes				Help and supp	oort Print Message to supp
My master data My roles	My service settings My user administrators	My substitutes Privacy settings				
Change substitution settings:						
		Save Discard changes				
iere you can set which of your colle	agues can act as your substitute when using the SupplyOn Se	rvices. You can create the substitutions for a period or permaner	ntiy.			Add substitut
iere you can set which of your colle Substitute	agues can act as your substitute when using the SupplyOn Se	rvices. You can create the substitutions for a period or permanen	tiy. E-mail notification	Problem Solver	Sourcing	Add substitu
				Problem Solver	Sourcing	

Figure: My substitutes tab with listed substitutes.



- 2. In the Substitute column, select the user you want to remove as substitute.
- 3. Click **Remove**.

The **Confirm Removing** dialog box is displayed.

- Click Yes.
 The My substitutes tab is displayed.
- Click Save.
 The My Project tab is displayed.

4.9.3 Acting as a Substitute

Prerequisites:

✓ You are defined as a substitute for a colleague.

To act as substitute:

1. On the **Project List** page click **Act as Substitute**, and then click the name of your colleague.

A dialog box is displayed: You are acting as substitute for user ...

2. Click OK.

The **Project List** with the project of your colleague is displayed. Here you can work on the projects of your colleagues.

My Proje	cts Open tasks	Search Projects Ke	y Accounts						Stop acting as su	boundary 1 o	nungo (5003000
Project Li	st									0 H	lelp and s	support I
Please clic	ck on the name of the pro	ect to view project details.	Filter settings remain after next	t login.								
												Reset
B Projects												
	Name / Number	 Supp. Part Nr. 	Customer	Responsible	 Svs. Status 	 Start 	Sort. 🔻 Next du	e date 🔻	Template	•		_
Status 🔹	Name / Number	 Supp. Part Nr. 4711 		Responsible Hentrich Johannes	Sys. Status	 Start 17.01.2019 	Sort. 🔻 Next du		Template	•	% 🔻	Fa
Status 🔹	Name / Number A320-1302	 Supp. Part Nr. 4711 	FIT_Airbus S.A.S	Hentrich, Johannes	Active	17.01.2019	Sort. 🔻 Next du	F	Risk Level 1 - v2	1	% • 100	Fa
Status V	 Name / Number A320-1302 * A320-1313 * 	4711	FIT_Airbus S.A.S FIT_Airbus S.A.S	Hentrich, Johannes Hentrich, Johannes	Active	17.01.2019 17.01.2019		F	Risk Level 1 - v2 Risk Level 1 - v2	1	% • 100 100	Fav
Status 🔹	Name / Number A320-1302		FIT_Airbus S.A.S	Hentrich, Johannes	Active Active Active	17.01.2019	Sort. Vext du 31.01.20	F	Risk Level 1 - v2	1	% • 100	Fa

Figure: On the My Projects page acting as substitute.



4.10 Assigning a Key Account Manager

For each customer at least one Key Account Manager has to be assigned. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. The **Main Key Account** Manager will be displayed to the buying company when selecting a supplier.

Assigning a Key Account Manager:

- 1. Log on to \rightarrow **SupplyOn.**
- On the main menu, point to SupplyOn Services, and then click Project Management. The Project List page is displayed.
- 3. Click the Key Accounts tab.

The Key Accounts page is displayed.

My Projects Open tasks Search Projects	Key Accounts		Act as substitut
Key Accounts		Save Reset	Help and support Print
Please assign at least one Key Account Manager for	each customer. The defined Key Accounts receive e-mail notifical	ions when a project is activated by the customer.	
Key Accounts			
Customer	Key Accounts	Main Key Account	
FIT_Airbus Operations S.A.S	Mikosch, Lea	۲	
	Baudot, Eric	0	
	Please select	0	
FIT_Airbus S.A.S	Schöpfel, Maximilian	0	
	Mikosch, Lea	0	
	Baudot, Eric 🗸	۲	
	Please select V	0	

Figure: Key Accounts page for defining a Key Account.

Every user who has the appropriate roles assigned for participating on projects, is listed in the **Key Accounts** column. \rightarrow See Roles and Rights on page 38.

4. Select for each customer a **Key Account**.

My Projects Open tasks Search Projects	Key Accounts		Act as substit
Key Accounts		Save	Help and support P
Please assign at least one Key Account Manager for e	ach customer. The defined Key Accounts receive e-mail notificat	ions when a project is activated by the customer.	
Key Accounts			
Customer	Please select Baudot, Eric	Main Key Account	
FIT_Airbus Operations S.A.S	Schopfel, Maximiliah Schopfel, Maximiliah Schopfel, Maximilian Schopfel, Maximilian_3 test, user 01	• 0 0	
FIT_Airbus S.A.S	test, user 01 test, user 02 test, user 03 test, user 10 test, user 11 test, user TJO	- - -	
	Please select V	0	

Figure: Selecting a Key Accounts page for defining a Key Account.

5. Click Save.



4.11 Roles and Rights

For using AirSupply APQP two types of APQP roles are available in the user management:

ProjectMgmtSellerAdmin:

- Can participate in projects.
- Can define users of the own company as Key Account Managers for corresponding customers.
- ✓ Key Account Managers can assign users of the own company to projects.

ProjectMgmtSellerUser

✓ Can be allocated to projects or to specific phases of a project.

Roles in SupplyOn

- 1. Log on to \rightarrow **SupplyOn**.
- 2. On the main menu, point to Administration, and then click User Management.
- 3. Click the User Accounts tab.
- 4. Click a user.
- 5. Click the Roles tab.

The roles are defined in the Quality Management section.

y SupplyOn > Use	r management	User accounts > Roles	s of user 03 test		Help and support	t Print Message to	supp
My master data	Roles	Service settings	Substitutes	Privacy setting	18		
ou are currently r	modifying: tes	t, user 03 (Airbus APQI	P supplier 01)				
oand the groups for	a more precis	e roles assignment.				Expand all Coll	lapse i
					Save Discard changes Back		
Company Admini	stration (partia	ally assigned)				Expand	Ŧ
Contract and Invo	oice (not assig	ned)				Expand	Ŧ
Management Car							
management Coc	kpit (not assig	ned)				Expand	Ŧ
Quality Managem						Expand	Ē
-			S	tatus	Description		
Quality Managem	ent (partially a			tatus ot assigned	Description Create customer responsibles. Not necessary for new Problem Solver service.		
Quality Managem	ent (partially a		г			Collapse	
Quality Managem Role	ent (partially a rAdmin rUser		n	ot assigned	Create customer responsibles. Not necessary for new Problem Solver service.	Collapse	
Quality Managem Role	ent (partially a rAdmin rUser iellerAdmin		n a a	ot assigned ssigned	Create customer responsibles. Not necessary for new Problem Solver service. Problem Solver use. To process compliants the user must be created as customer responsible or be assigned to the case as learn member.	Collapse	
Quality Managem Role ProblemSolve ProblemSolve ProjectMgmtS	ent (partially a rAdmin rUser iellerAdmin iellerUser	ssigned)	n a a	ot assigned ssigned ssigned	Create Customer responsibles. Not necessary for new Problem Solver service. Problem Solver use. To process compliants the user must be created as customer responsible or be assigned to the case as team member. Creation of users from own company as customer responsibles.	Collapse	t
Quality Managem Role ProblemSolve ProblemSolve ProblemSolve	ent (partially a rAdmin rUser IellerAdmin IellerUser gineering (part	ssigned) ially assigned)	n a a	ot assigned ssigned ssigned	Create Customer responsibles. Not necessary for new Problem Solver service. Problem Solver use. To process compliants the user must be created as customer responsible or be assigned to the case as team member. Creation of users from own company as customer responsibles.	Collapse	

Figure: The APQP roles for the Quality Management in the User Management.

A user has to be assigned to at least one of the APQP roles.

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

Users assigned to APQP roles can be allocated to project specific roles, which are usually related to the respective function the role has within the project (for example design, development, quality roles).