

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



Index of main chapters available in the exercise book

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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'.

									Judy Jillings / trg-ooc009
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast v						NEW ORDER PUBLISHED	0	200	Supplyon Default_
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	0	120	400		520	OPEN	0	<u>100</u>	Inventory Projection Configuration
Demand Delta	200	100	100		200	SUPPLIER CHANGE ORDER REQUEST	20	<u>20</u>	Summary
						CUSTOMER CHANGE ORDER REQUEST	0	<u>20</u>	
Purchase Orders						CANCELLATION REQUEST	0	<u>20</u>	Alert Overview
Spares order to check	0	0	0	0	0	CANCELLED	0	0	Master Data
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	<u>40</u>	<u>40</u>	Material Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	<u>60</u>	<u>60</u>	
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	0	<u>40</u>	Customer Site Settings
Non collaborative change	0		0		0	RECEIVED	0	<u>80</u>	Language
Late despatch advice	0	0	0	0	0	Total	<u>120</u>	<u>580</u>	English
No goods receipt	80	<u>80</u>	0	0	<u>80</u>				
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)	<u>60</u>			<u>60</u>	<u>60</u>				
Material Master Data									
New material created	700								
New material created	100								

- 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'.



<u>Av SupplyOn</u> > <u>My Workspace</u> > My Workspace Configuration				Contact Help for this page Print
My Workspace Configuration Inventory Projection Configuration				
Active filter				<u>^</u>
Customer Group: trg-TRAINING@ CUSTOMER	 Supplier Group: 	(all) 🗸	0	
Clear Selection		Clear Selection	Save configuration	
Customer Organisation: (all)	 Supplier Organisation: 	(all) 👻	000009 5	Manage
Clear Selection		Clear Selection		Create new
Cust. Site (Code): (all)	 Supplier Site_City: 	(all) 👻		Update
Clear Selection		Clear Selection		Delete
Ord. Off. Name (Code): Judy Jillings (OOC-009) (4)	 Supplier Planner Code: 	(all)		Set as/reset to default
Clear Selection Add Ord. Officer		Clear Selection		Jet asreaet to delauk
Display rows				
Process / Alert Matrix Forecast		PO Summary V NEW ORDER PUBLISHED V SUPPLIER ACCEPTED WITH CHANGES V OPEN SUPPLIER CHANGE ORDER REQUEST CUSTONER CHANGE ORDER REQUEST CANCELLATION REQUEST CANCELLED V PARTIALLY SHIPPED V SHIPPED V SHIPPED V RATTALLY RECEIVED V RACELIED V OPEN V OPEN V OPEN V OPEN V OPEN V SUSPENDED PENDING SUPPLIER ACTIO V SUSPENDED PENDING SUSTOMER ACTIO V USE AS IS V REWORK REPAR		

- 9. Set the active filter to the new profile 'OOCXXX'.
- 10. The data are now reduced to your OOC.

<u> Av SupplyOn</u> > My Workspace	10					10			Contact Help for this page F
									Judy Jillings / trg-ooc009-so
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast v						NEW ORDER PUBLISHED	0	<u>10</u>	00C009 🕑 🗸
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	0	6	20		26	OPEN	0	5	Inventory Projection Configuration
Demand Delta	10	5	5		10	SUPPLIER CHANGE ORDER REQUEST	<u>1</u>	1	
		-	-			CUSTOMER CHANGE ORDER REQUEST	0	1	Summary
Purchase Orders						CANCELLATION REQUEST	0	<u>1</u>	Alert Overview
Spares order to check	0	0	0	0	0	CANCELLED	0	0	Master Data
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	2	2	Material Martin Date
Collab. rejected by supplier	0		0		0	SHIPPED	3	3	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	0	2	Customer Site Settings
Non collaborative change	0		0		0	RECEIVED	0	4	Language
Late despatch advice	0	0	0	0	0	Total	<u>6</u>	29	English
No goods receipt	4	<u>4</u>	0	0	4				Liigion
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	1		1		1				
Stock out: Projected Stock	3	3			3				
Below Min: Projected Stock	<u>3</u>	3			3				
Above Max: Projected Stock	1		1		1				
Despatch Advice 💌									
Draft					0				
Error					0				
Claimed UE					0				



Index of Master Data Exercises

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Q3.	Who can create the network link?	7



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'.

SupplyOn Services Administration Log Out							SUPPLYON)		
Supplyon services Auministration Log Out							SUFFLIN	/		
trg-TRAINING@ 013-SupAirfoil SO - Miller, Cinc	ly									
My SupplyOn > My Workspace										Contact Help for this page Print
<u></u>										Cindy Miller / trg-planner013-so
Process / Alert Matrix						PO Summary				User Configuration
	New	High	Med	Low	Total	Status		New	Total	Active filter
Forecast 🔫						NEW ORDER PUBLISHED		11	11	Supplyon Default
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES		0	0	My Workspace Configuration
Supplier to commit						OPEN		1	5	Inventory Projection Configuration
Demand Delta	<u>21</u> 9	<u>7</u> <u>4</u>	<u>14</u> 5		<u>21</u> 9	SUPPLIER CHANGE ORDER REQUEST		0	1	Despatch Advice Configuration
Demand Deita	2	4	2		2	CUSTOMER CHANGE ORDER REQUEST		1	1	
Purchase Orders						CANCELLATION REQUEST		1	1	Summary
Spares order to check	2	2	0	0	2	CANCELLED		0	0	Alert Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED		0	1	Master Data =
Collab. rejected by supplier	0		0		0	SHIPPED		0	0	E
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED		1	1	Material Master Data
Non collaborative change	<u>1</u>		1		<u>1</u>	RECEIVED		<u>3</u>	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total		<u>18</u>	24	Supplier Organisation Settings
No goods receipt	<u>3</u>	0	<u>3</u>	0	<u>3</u>					Language
VMI										English
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)	<u>3</u>			<u>3</u>	<u>3</u>					
Material Master Data										
New material created	<u>30</u>									
Updated VMI parameters	0									*



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		•	~		Add line Delete line				My search p	rofiles	
\$	Search Rese	t									✓ Manage ▼
v	laterial Maste	er Data									
S	SupplyOn De	f. View	~	Manage •							Reset all Fi
	Cust. Gr	Cust	ERP PI	Cust. Mat. No. 🔺	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Materi	Process Key	Ord. Off. Name	Ord. Off. Pho	Supplier Planne
1	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	
	tra-TRAI	TRGC	1110	CMN-013 P11	Brake Disc 32"	SMN-013 P11	Brake Disc Ass	NON VMI	Judy Jillinas	+44 1179 69	

- 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 S	upplyOn > I	My Workspa	ace > Materi	ial Master Data						Contact	Help for this page Print		
		plyon Defau dvanced Sea									Hide Search Area		
S	upplier Material Numb 👻 equal to 👻 SMN-013_FC1 Add line Delete line My search profiles												
	Reset												
Ma	Material Master Data												
Su	ipplyOn De	ef. View	*	Manage •							Reset all Filters		
	Cust. Gr	Cust	ERP PI	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			
Ва	ck Downlo	ad• Uplo;	ad XLS Deta	ails History Send E-Mail									
					Olari Orbertini	E.L.	- F0		E		a cal more the		
1 e	ntry: <u>Sel</u>	ect all Matc	hes on Page	Select all Matches	Clear Selection	Entries per pag	e 50 🕶		<u>First</u> P	revious Page	1 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 > Materia	I Master Data > Material Details			Contact Help for this page Pr	rint
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:		
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:			FlexibleField1 Supplier:		
FlexibleField2 Customer:			FlexibleField2 Supplier:		
Comment:					
					-
	Bad	k Save Undo Changes H	listory Send E-Mail		

- 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-airfoiISO_013_Coventry 49	
Cust. Site:	1110 / CUS1		Supp. No.:	L013 / 55820494	
Ordering Officer Name:	Judy Jillings		Supplier Planner Code:	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	1
Process Key:	NON_VMI		Supplier Material Number Proposal: Supplier Material Description Proposal:	SMN-013_FC1 TA5070 3X6 TUBE	
Other Parameters					
FlexibleField1 Customer:			FlexibleField1 Supplier:		
FlexibleField2 Customer:			FlexibleField2 Supplier:		
Comment:					
					-
	Back	Save Undo Changes Hi	story Send E-Mail		
L					

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

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)'.

My	SupplyOn >	My Workspac	re ⊳ Materi	ial Master Data							Contact	Help for this page	Print
				iai musici bata								Hide Search Area	
		oplyon Default dvanced Sear											
													-
S	Supplier Mate	erial Numb 🗸	equal to		SMN-0	013_FC1 Add line	Delete line			My search p	rofiles		
S	earch Res	et										✓ Manage ▼	
M	laterial Mast	er Data											
S	upplyOn De	ef. View	~	Manage 🕶								Reset all Filte	ers
	Cust. Gr	Cust	ERP PI	Cust. Mat. No.	*	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Materi	Process Key	Ord. Off. Name	Ord. Off. Pho	Supplier Planne	
\checkmark	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	
		aterial Data all		0									
		isplayed Colur											
	М	aterial Data Up	pdate (XLS)										
B	ack Downlo	ad - Upload	d XLS Deta	ails History Se	nd E-Mail								
1	entry: <u>Se</u>	lect all Match	es on Page	Select all M	atches	Clear Selection	Entries per pa	ge 50 🗸		<u>First</u> F	revious Page	1 of 1 Next La	ast

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

You should see the following screen:

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

• Change the Supplier Planner Code: TR_002_SUPCOD.

1	А	В	С	D	E	F	G
1	#13	k#1	#14	#15	#16	#20	#2
	Customer Material	Internal	Customer Material Description	Supplier Material	Supplier Material	Supplier Planner	Customer Group Name
2	Number	Material ID		Number	Description	Code	
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'.



Material Upload	Please Wait	×
Select .xls file for upload: Please note, the first line		

• 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 - I	Miller, Cindy				
My SupplyOn > My Workspace > Material Mas				Contact Help for this pa	age L Print
my ouppryon - my workspace - material mas				<u></u>	
Haterial Mantas Data					
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:		
Ordering Officer Code:	00C-171				
Ordering Officer Phone:	+44 1179 69 3832				
Material Details					
Customer Material Number:	CMN-171_FC2		Supplier Material Number:	CMN-171_FC2	
Customer Material Description:	Winglet Performance Version 5.5		Supplier Material Description:	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:		
FlexibleField2 Customer:			FlexibleField2 Supplier:		
Comment:					
					-
	E	Back Save Undo Changes Hist	ory Send E-Mail		
L					

- 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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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.

User Configuration	
Active filter	
Supplyon Default	~
My Workspace Configuration	
Inventory Projection Configuration	
Despatch Advice Configuration	

You should see the 'My Workspace Configuration' screen:

My SupplyOn > My Workspa	ace > My Workspace Configuration				Contact Help for this page	Print
My Workspace Configurat	tion Inventory Projection Configuration	De	spatch Advice Configuration			
Active filter						^
Customer Group:	(all)	¥	Supplier Group:	trg-TRAINING@ SupAirfoil SO		
	Clear Selection			Clear Selection Save configuration	V Manage V	
Customer Organisation:	(all)	*	Supplier Organisation:	(all) Supplyon Default	✓ Manage ▼	
	Clear Selection			Clear Selection		
Cust. Site (Code):	(all)	~	Supplier Site_City:	(all) 🗸		
	Clear Selection			Clear Selection		
Ord. Off. Name (Code):	(all)	~	Supplier Planner Code:	(all) 🗸		
	Clear Selection			Clear Selection		E
Display rows						
Process / Alert Matrix Forecast Customer to review Supplier to commit Demand Delta Purchase Orders Collab. rejected by Collab. rejected by Collab. rejected by Accepted by custo No collaborative c Late despatch advii No goods receipt Comment on non-	ack customer supplier mer but penalised hange			PO Summary IV NEW ORDER PUBLISHED SUPPLIER ACCEPTED WITH CHANGES OPEN SUPPLIER CHANGE ORDER REQUEST CLUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST CANCELLED PARTIALLY SHIPPED SHIPPED PARTIALLY RECEIVED RECEIVED Total		
VMI Stock out: Stock ou Below Min: Stock o Polow Signal Stoc	n Hand on Hand			Back		Ŧ

- 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.



Supplyon Default	¥	1	Manage 🔻
	վեղ		
Supplyon Default	\cup		

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.

My SupplyOn > My Workspac	ce > My Workspace Configuration			Contact Help for this page Prin
My Workspace Configuration	on Inventory Projection Configuration	Despatch Advice Configuration		
Active filter				
Customer Group:	(all) Clear Selection	Supplier Group:	trg-TRAINING@ SupAirfoil SO	Save configuration
Customer Organisation:		Supplier Organisation:	(all)	▼ Manage ▼
Cust. Site (Code):	trg-CUSTOMER_UK-1 (1110)	 Supplier Site_City: 	(all)	
Ord. Off. Name (Code):	(all)	Supplier Planner Code:	(all)	
Display rows	trg-CLIENTE_ES (2100)			
Process / Alert Matrix Forecast Customer to review Supplier to commit Demand Delta Purchase Orders Spares order to cheet Collab. rejected by c Collab. rejected by custom Accepted by custom Non collaborative ch. Late despatch advicc No goods receipt Comment on non-co VMI Stock out: Stock out: Stock on	:ustomer supplier ange e Ilaborative data updated		PO Summary NEW ORDER PUBLISHED SUPPLIER ACCEPTED WITH CHANGE OPEN SUPPLIER CHANGE ORDER REQUES CUSTOMER CHANGE ORDER REQUES CANCELLATION REQUEST CANCELLED PARTIALLY SHIPPED SHIPPED PARTIALLY RECEIVED RECEIVED Total	ST
Below Min: Stock on	1 Hand			
			Back	

- 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	At 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	Active filter
Forecast 🐨						Total	<u>19</u>	<u>24</u>	FC-UK
Customer to review	0	0	0		0				My Workspace Configuration
Supplier to commit	20	6	<u>14</u>		20				Inventory Projection Configuration
Purchase Orders									Despatch Advice Configuration
									Summary
VMI									Alert Overview
Despatch Advice									Master Data
Stock Information									Material Master Data
Self Billing In vice									Desp. Adv. Settings
Material Master Data									Supplier Organisation Settings
L						s			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.

User Configuration	
Active filter	
Supplyon Default	~
My Workspace Configuration	
Inventory Projection Configuration	
Despatch Advice Configuration	

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

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

tive filter: Supplyon Defau lick Search Advanced Search												Hide Search	Area
	ch												
		~			Add line [oloto lino					My search profiles		
Inactive since Search Reset	equal to	· · · · · · · · · · · · · · · · · · ·				<u>verete linte</u>					Supplyon Def. Search E-Mail notification	▼ Manage ▼	
PO Alerts (18) Forecas	st Alerts (16)	VMI Alerts (5)	SBI /	Nerts (3) M	D Alerts (20)								
SupplyOn Def. View	✓ Manage											Reset al	l Filte
PO alert type	Priority	Cust. Gro Cu	ERP	PO number	P0 S	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material	РО Тур	e PO Su Spares	PO Status	
Late despatch advice	High	trg-TRAIN TR	1110	PO-171_5	010 <u>1</u>	CMN-171_FC1	TUBE TA5070 3X6 B; WA.	SMN-171_FC1	TA5070 3X6 TUBE	CALLU	IP -	NEW ORDER PUBLIS	зн
New SUPPLIER CHANG	Medium	trg-TRAIN TR	1110	P0-171_1	040 <u>1</u>	CMN-171_P04	CABIN ATTENDANT SEA	SMN-171_P04	AIRB7S44#CABIN	OTHER	R -	SUPPLIER CHANGE	OR.
New PARTIALLY SHIPP.	Medium	trg-TRAIN TR	1110	P0-171_1	020 <u>1</u>	CMN-171_P02	CABIN ATTENDANT SEA.	SMN-171_P02	AIRB7S14#CABIN	OTHER	R -	PARTIALLY SHIPPED)
New RECEIVED	Medium	trg-TRAIN TR	1110	P0-171_1	010 <u>1</u>	CMN-171_P01	CABIN ATTENDANT SEA	SMN-171_P01	AIRB5S12#CABIN	OTHER	२ -	RECEIVED	
New CANCELLATION R.	Medium	trg-TRAIN TR	1110	P0-171_1	100 <u>1</u>	CMN-171_P10	CABIN ATTENDANT SEA	SMN-171_P10	AIRB7S67#CABIN	OTHER	۶ -	CANCELLATION REG	עג
New CUSTOMER CHAN	Medium	trg-TRAIN TR	1110	PO-171_1	090 <u>1</u>	CMN-171_P09	CABIN ATTENDANT SEA	SMN-171_P09	AIRB7S62#CABIN	OTHER	R -	CUSTOMER CHANGE	E O
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_1	050 <u>1</u>	CMN-171_P05	CABIN ATTENDANT SEA	SMN-171_P05	AIRB7S53#CABIN	OTHER	२ -	NEW ORDER PUBLIS	SH
New PARTIALLY RECEI.	Medium	trg-TRAIN TR	1110	P0-171_1	030 <u>1</u>	CMN-171_P03	CABIN ATTENDANT SEA.	SMN-171_P03	AIRB7S17#CABIN	OTHER	२ -	PARTIALLY RECEIVE	D
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_3	030 <u>1</u>	CMN-171_P15	STIFFENER-LATERAL	SMN-171_P15	RIGIDI. LAT. COST	OTHER	२ -	NEW ORDER PUBLIS	SH
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_3	020 <u>1</u>	CMN-171_P14	STIFFENER-VERTICAL	SMN-171_P14	RIGIDI. VERT. CO	OTHER	२ -	NEW ORDER PUBLIS	SH
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_3	010 <u>1</u>	CMN-171_P13	VERT. COST.15 DEL.	SMN-171_P13	KIT DE COMPOSY	OTHER	२ -	NEW ORDER PUBLIS	SH.
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_5	030 <u>1</u>	CMN-171_FC4	PITOT TUBE ASSY A670	SMN-171_FC4	Assy Pitot Tube Ty	CALLU	IP -	NEW ORDER PUBLIS	SH.
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_5	020 <u>1</u>	CMN-171_FC2	Winglet Performance Ver	. CMN-171_FC2	Winglet Performan	CALLU	IP -	NEW ORDER PUBLIS	SH
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_5	010 <u>1</u>	CMN-171_FC1	TUBE TA5070 3X6 B; WA	SMN-171_FC1	TA5070 3X6 TUBE	CALLU	IP -	NEW ORDER PUBLIS	SH
Spares order to check	High	trg-TRAIN TR	1110	P0-171_2	020 <u>1</u>	CMN-171_P12	Brake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	R SPARES AOG	NEW ORDER PUBLIS	SH
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_2	020 <u>1</u>	CMN-171_P12	Brake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	R SPARES AOG	NEW ORDER PUBLIS	SH
Spares order to check	High	trg-TRAIN TR	1110	P0-171_2	010 <u>1</u>	CMN-171_P11	Brake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	R SPARES AOG	NEW ORDER PUBLIS	SH
New NEW ORDER PUB.	Medium	trg-TRAIN TR	1110	P0-171_2	010 <u>1</u>	CMN-171_P11	Brake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	R SPARES AOG	NEW ORDER PUBLIS	SH

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'.

trg-TRAINING@ 171	L-SupAirfoil AB - Mill	er, Cindy	
My SupplyOn > My Works	space > Alert Overview		
Active filter: Supplyon			
Quick Search Advanced	Search		
Inactive since	▼ equal to	v	Delete line
Priority	✓ equal to	✓ High	Add line Delete line
Search Reset			

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'.

My search profiles		
Alerts_Priority=High	¥	Manage 🝷
Supplyon Def. Search		

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



You should see the following screen:

	Supplyon Def	ault															Hide Search A	rea
	Advanced Sea																	
Inactive sin	000	✓ equal to		~					Delete line					N	ly search p	rofiles		
Priority		 equal to equal to 			High				Delete line						Verts_Priori		✓ Manage ▼	
Search R		• equal t	,	•	High			1.444 1.110	Delete line					E	-Mail notific:	ation		
Search	Reser																	
PO Alerts (3	3) Foreca	st Alerts (2)	VM	Alerts (3)	SBI A	lerts (0)	MD Alerts	(0)										
SupplyOn D	Def. View	▼ Man	age •					_									Reset all F	ilter
PO alert t	type	Priorit	y Cu	st. Gro C	u ERF	PO nu	mber	P0 S	Cust. Mat. M	lo. Cu	ust. Mat. Desc.	Supp. Mat. No.	Supplier Material	РО Туре	PO Su	Spares	PO Status	
Late des	spatch advice	High	trg	TRAIN T	R 111	PO-17	1_5	010 <u>1</u>	CMN-171_I	C1 TU	JBE TA5070 3X6 B; WA	SMN-171_FC1	TA5070 3X6 TUBE	CALLUP	-		NEW ORDER PUBLISH	ŧ
] Spares o	order to check	High	trg-	TRAIN T	R 111	D <u>PO-17</u>	1_2	020 <u>1</u>	CMN-171_I	P12 Br	ake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	SPARES	AOG	NEW ORDER PUBLISH	ł
Spares o	order to check	High	trg-	TRAIN T	R 111	PO-17	1_2	010 <u>1</u>	CMN-171_	P11 Br	ake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	SPARES	AOG	NEW ORDER PUBLISH	ł

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:

Active times's suppyon Dataut Delete line Priority v equal to v equal to v High v Add line I Delete line Search Reset PO Alerts (3) Eorecast Alerts (2) VIII Alerts (3) SBI Alerts (0) MD Alerts (0) SuppyOn Det. View v Manage v 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 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-171.2 020 1 CMIN-171_P12 Brake Disc 34* SMIN-171_P12 Brake Disc Assy 34* OTHER SPARES AOG NEW ORDER PUBLISH	My SupplyOn > My Workspace > Alert Overview	Contact Help for this page Pri
My search profiles Imachies since e qual to My search profiles Priority e qual to High Add line Delete line Search Reset E-Mail notification PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View Manage. Reset Reset Reset PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View Manage. Reset Reset Reset PO alert type Priority Outs Gro Cu ERP P On number PO S Cust. Mat. No Cust. Mat. No Supply In Mat. No <td< th=""><th>Active filter: Supplyon Default</th><th>Hide Search Area</th></td<>	Active filter: Supplyon Default	Hide Search Area
Merts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) Search Reset PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View V Manage V PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View V Manage V PO alert type Priority Cuts Gro., Cu., ERP., PO number PO., S., Cust. Mat. No. Cust. Mat. Desc. Supply Mat. No. Supply In Material PO Type PO Su Spares PO Status Iste despatch advice High trg-TRAIN TR 1110 PO-171_2 010 1 CINI-171_P12 Brake Disc 34" SMN-171_P12 Brake Disc Assy 34" OTHER SPARES AOG NEW ORDER PUBLISH	Quick Search Advanced Search	
Merts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) Search Reset PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View V Manage V PO Alerts (3) Forecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Det. View V Manage V PO alert type Priority Cuts Gro., Cu., ERP., PO number PO., S., Cust. Mat. No. Cust. Mat. Desc. Supply Mat. No. Supply In Material PO Type PO Su Spares PO Status Iste despatch advice High trg-TRAIN TR 1110 PO-171_2 010 1 CINI-171_P12 Brake Disc 34" SMN-171_P12 Brake Disc Assy 34" OTHER SPARES AOG NEW ORDER PUBLISH	Delate line	My search profiles
Products (3) Environment E-Mail notification Search Reset PO Alerts (3) Eorecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Def. View Manage Reset Reset Reset PO Alerts (3) Eorecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) SupplyOn Def. View Manage Reset Reset Reset PO Alerts (3) Eorecast Alerts (2) VMI Alerts (3) SBI Alerts (0) MD Alerts (0) Is despatch advice Priority Cust Gro Cu ERP PO number PO S Cust Mat. No. Cust Mat. Desc. Suppl. Mat. No. Supplier Material PO Type PO S Spares PO Status Is despatch advice High trg-TRAIN TR 1110 PO-171.2 010 1 CINI-171.P12 Brake Disc 34* SMN-171.P12 Brake Disc Asy 34* OTHER SPARES AOG NEW ORDER PUBLISH		
PO Alerts (3) Forecast Alerts (2) VMI Alerts (0) MD Alerts (0) SupplyOn Def. View Manage Reset all Filt PO alert type Priority Cust. Gro., Cu., ERP, PO number PO. S, Cust. Mat. No. Cust. Mat. Desc. Supplier Material, PO Type PO S, Spares, PO Status Late despatch advice High trg-TRAIN TR 1110 PO-171_2 010 1 CINI-171_P12 Brake Disc 34* SMIN-171_P12 Brake Disc Assy 34* OTHER SPARES AOG NEW ORDER PUBLISH		
Reset all Filt SupplyOn Det. View Manage Manage Reset all Filt P0 alert type Priority Cust. Gro. Cust. Rep. P0 number P0. S Cust. Mat. No. Cust. Mat. Desc. Suppl. Mat. No.	Search Reset	
P0 alert type Priority Cust. Gro Cust. EP0 number P0. Sc Cust. Mat. No. Cust. Mat. Desc. Supp. Mat. No. Supp. Mat. No.<	PO Alerts (3) Forecast Alerts (2) VIII Alerts (3) SBI Alerts (0) MD Alerts (0)	
Late despatch advice High trg-TRAIN TR 1110 PO-171_5 010 1 CMIN-171_FC1 TUBE TA5070 3X6 B, WA SMIN-171_FC1 TA5070 3X6 TUBE CALLUP - NEW ORDER PUBLISH Sparse order to check High trg-TRAIN TR 1110 PO-171_2 020 1 CMIN-171_F12 Brake Disc 34* SMIN-171_P12	SupplyOn Def. View Manage	Reset all Filters
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	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 O
	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 Ju
Spares order to check High trg-TRAIN TR 1110 PO-171_2 010 1 CMIN-171_P11 Brake Disc 32" SMIN-171_P11 Brake Disc Assy 32" OTHER SPARES AGG 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 Ju
	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 Ju
Back Set Ignore • Set Read • Download • Purchase Orders Send E-Mail	Back Set Ignore - Set Read - Download - Purchase Orders Send E-Mail	N

- 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:

My SupplyOn > My Workspace > Alert Overview > E-mail Notification
E-Mail notification
Based on search profile Alerts_Priority=High
Active
Send 'no alerts issued' E-Mail
Here you can select on which days and in which frequence you want to receive the e-mail notification (according to the selected timezone: (GMT+01:00) Europe/Berlin).
🔽 Monday 🔽 Tuesday 🔽 Wednesday 🔽 Thursday 🔽 Friday 🗔 Saturday 🗔 Sunday
C Selected day(s) at 00 : 25
Hourly from 8:00 v to 17:00 v every 4 v hour(s)
Back Save



- 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:

My SupplyOn > My Workspace	ce > My Workspace Configuration						Contact Help f	or this page	Print
My Workspace Configuration Inventory Projection Configuration Despate		ch Advice Configuration							
Active filter									-
Customer Group:	(all)	*	Supplier Group:	trg-TRAINING@ SupAirfoil SO	~	Save configuration			
	Clear Selection			Clear Selection		Supplyon Default	~	Manage •	
Customer Organisation:	(all)	*	Supplier Organisation:	(all)	*	Supplyon Boldan		manago	
	Clear Selection			Clear Selection					
Cust. Site (Code):	(all)	*	Supplier Site_City:	(all)	*				
	Clear Selection			Clear Selection					
Ord. Off. Name (Code):	(all)	*	Supplier Planner Code:	(all)	*				
	Clear Selection			Clear Selection					E
Display rows									
Process / Alert Matrix Forecast Supplier to commit Demand Delta Purchase Orders Collab. rejected by Collab. rejected by Collab. rejected by Collab. rejected by Late despatch advi No goods receipt Comment on non VMI Stock out. Stock out. Below Min: Stock on	eck customer supplier mer but penalised change ice collaborative data updated i Hand			PO Summary V <	QUEST				-
				Back					

- 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.

I	¥	Manage 🝷
Supplyon De Jult		



- 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.

My SupplyOn > My Workspa	ace > My Workspace Configuration						Contact Help for this page Print
My Workspace Configura	ation Inventory Projection Configuration	Despatch Advice Confid	uration				
Active filter							4
Customer Group:	(all)	✓ Supplier Group	ip:	trg-TRAINING@ SupAirfoil SO	*	Save configuration	
Customer Organisation:	Clear Selection (all)	✓ Supplier Orga	inisation:	Clear Selection (all)	*		▼ Manage ▼
	Clear Selection			Clear Selection			
Cust. Site (Code):	(all) <u>Clear Selection</u>	 Supplier Site 	_City:	(all) Clear Selection	*		
Ord. Off. Name (Code):	(all) Clear Selection	▼ Supplier Plan	ner Code:	(all) Clear Selection	¥		
Display rows							
 Non collaborative Late despatch adv No goods receipt 	it y customer y supplier mer but penalised change vice -collaborative data updated n Hand			PO Summary New ORDER PUBLISHED SUPPLIER ACCEPTED WI OPEN SUPPLIER CHANGE ORDE CUSTOMER CHANGE ORDE CANCELLATION REQUEST CANCELLED PARTIALLY SHIPPED SHIPPED PARTIALLY SHIPPED REATIALLY RECEIVED RECEIVED COLORED Total	ER REQUEST		
				Back			

- 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:

My SupplyOn > My Workspace	e > My Workspace Configuration						Contact Help for this page Print
My Workspace Configurat	ion Inventory Projection Configuration	Despate	ch Advice Configuration				
Active filter							<u>^</u>
Customer Group:	(all) Clear Selection	*	Supplier Group:	trg-TRAINING@ SupAirfoil SO Clear Selection	*	Save configuration Forecast alerts	V Manane -
Customer Organisation:	(all)	~	Supplier Organisation:	(all)	*	Fullecast allerts	✓ Manage ▼
	Clear Selection			Clear Selection			
Cust. Site (Code):	(all)	~	Supplier Site_City:	(all)	*		
	Clear Selection			Clear Selection			
Ord. Off. Name (Code):	(all)	~	Supplier Planner Code:	(all)	*		
	Clear Selection			Clear Selection			E

- 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.

Mv 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 v						Total	<u>18</u>	<u>24</u>	Forecast alerts 💌
Customer to review	0	0	0		0				My Workspace Configuration
Supplier to commit	<u>29</u>	<u>6</u>	23		29				Inventory Projection Configuration
Demand Delta	<u>11</u>	5	<u>6</u>		<u>11</u>				Despatch Advice Configuration
Purchase Orders									Summary
									Alert Overview
<u></u>									Master Data
Despatch Advice									Material Master Data
									Desp. Adv. Settings
Stock Information 👻									Supplier Organisation Settings
									Language
Self Billing Invoice									English
Material Master Data									

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	<u>29</u>	<u>6</u>	23		<u>29</u>
Demand Delta	<u>11</u>	<u>5</u>	<u>6</u>		<u>11</u>

• 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':

<u>y SupplyOn</u> > <u>My Workspa</u>		Alert Overview							Contact Help for this page Pr Hide Search Area
Active filter: Forecast aler Quick Search Advanced Se									
FC:Forecast alert type Ignore Supplier Inactive since	* *	equal to v equal to v equal to v	Supplier to commit Not ignored High	v v Add line	<u>Delete line</u> <u>Delete line</u> <u>Delete line</u> <u>Delete line</u>			My search profiles	V Manage •
		lerts (6) <u>VMI Alerts (6)</u>	SBI Alerts (0) M	D Alerts (0)					
SupplyOn Def. View		Manage							Reset all Filters
Forecast alert type	Prior	ity Cust. Group Cus	ER Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material Ord. O	ff. Name Ord. Off. Phone	Supplier PI Alert Ign.C. Ig
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131119	CMN-009 FC2	Winglet Performa	CMN-009 FC2	Winglet Performa Judy Ji	illings +44 1179 69 3832	10.10
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131112	CMN-009 FC2	Winglet Performa	CMN-009 FC2	Winglet Performa Judy Ji	illings +44 1179 69 3832	10.10
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131022	CMN-009 FC2	Winglet Performa	CMN-009 FC2	Winglet Performa Judy Ji	illings +44 1179 69 3832	10.10
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131112	CMN-009 FC7	TUBE TA5070 3X	SMN-009 FC7	TA5070 3X6 TUBE Judy Ji	illings +44 1179 69 3832	10.10
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131029	CMN-009 FC7	TUBE TA5070 3X	SMN-009 FC7	TA5070 3X6 TUBE Judy Ji	illings +44 1179 69 3832	10.10
Supplier to commit	ligh	trg-TRAINI TR	1110 FLEX20131022	CMN-009 FC7	TUBE TA5070 3X	SMN-009 FC7	TA5070 3X6 TUBE Judy Ji	ilings +44 1179 69 3832	. 10.10
•									
Back Set Ignore - Se	t Rea	id • Download • Show F	C Collab. View Send E-M	ail					
6 entries: Select all Ma		es on Page Select all M	atches Clear Selectio	n	Eni	tries per page 50) 🗸		Page 1 of 1 Next Las

- 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 Worksr	ace > Forecast								Contact	Help for this pac	
Active filter: Forecast ale										Hide Search	Area
Quick Search Advanced S											
	~		Add line Delete lin	e				My search profile			
Search Reset										Manage	
Forecast Summary	Forecast Data										
SupplyOn Def. View	✓ Manage •									Reset all	Filters
Cust. Group	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Ma Supplier Material D	Desc FC Grouping Key De	Ord. Off. Name	Ord. Off. Phone	Log. Fam. (LF)) Log. Tol. (LT)	Criti U	Purchasing	Supplie
trg-TRAINING@ C	CMN-009 FC7	TUBE TA5070 3X	SMN-009 TA5070 3X6 TUBE	Desc: OOC-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: OOC-009#PC	Judy Jillings	+44 1179 69 3832	LFA	LT1	No P		
trg-TRAINING@ C	CMN-009 FC2	Winglet Performa	CMN-009 Winglet Performan	ice Desc: OOC-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 Ty	pe 5 Desc: OOC-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: OOC-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 Ty	pe 5 Desc: OOC-EC#PCE	Carmen Comida	+ 34 967 850 500	EC	EC1	No P		
		•									
Back Upload - Dow	nload - Send E-Mail	Collab View Forec	ast Data Download Prev. Demand								
6 entries: Select all M	latches on Page	Select all Matches	Clear Selection	Entries	per page 50	~			IS Page	1 of 1 Nex	xt 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.

ctive filter: Supplyon Default uick Search Advanced Search								Hide Search Area
	 Supplier to commit 	×	Delete line			My search pr	rofiles	
			Delete line			ing ocuron pi	v	Manage •
Ignore Supplier 🗸 equal to	✓ Not ignored	*				E-Mail notifica	ation	
Inactive since v equal to	×	•	Delete line					
New/Read Supplier v equal to	✓ New	~	Delete line					
Supplier Material Numb 🗸 contains	 SMN-013_FC1 	Add	line Delete line					
íSearchi Reset								
PO Alerts (2) Forecast Alerts (5) VMI Ale	ts (0) SBI Alerts (0) M	D Alerts (1)						
SupplyOn Def. View V Manage •	<u>IS (0) SEI Aleits (0) M</u>	D Alens (1)						Reset all Filters
Forecast alert type Priority Cust. Group C	us ER Bucket	Cust. Mat. 1	No. Cust. Mat. Desc.	Supp. Mat. No.	Supplie	r Material	Ord. Off. Name	Ord, Off, Phone
Supplier to commit Medium trg-TRAINI T		CMN-013	FC1 TUBE TA5070 3X				Judy Jillings	+44 1179 69 3832
Supplier to commit Medium trg-TRAINI T	R 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 T	R 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 T	R 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 T	R 1110 FLEX20140318	CMN-013	FC1 TUBE TA5070 3X	SMN-013 FC1	TA5070	3X6 TUBE	Judy Jillings	+44 1179 69 3832
•								
Back Set Ignore • Set Read • Download • !	Show FC Collab. View Send E-M	ail						
5 entries: Select all Matches on Page Selec							revious Page	1 of 1 Next La

• 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:

0				F 1 W F 4								
Overview trg-airfoilSO	013_CMN-013	_FC1_Desc: O	JC-013#PCE#L	FA#LI1								
Forecast Collaboration for r Standard Forecast /	naterial CMN-0	13_FC1/TUBE	TA5070 3X6 B; 1	WASHER TUBE	E B W/ - SMN-01	3_FC1/TA5070	3X6 TUBE					
	Firm Horizon			Flexible	Horizon					Provisio	nal 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	15
Supplier Commitment 🖃		150	100	150	150	150	0	0	0	0	0	
Supplier Exceptions		Medium		Medium	Medium	Medium	Medium					
Commit tuning		200	100	200	100	175	100	350	150	200	200	15
Customer Exceptions												
Cumulated Deviation		-50	-50	-100	-55	-80	-180	-530	-680	-880	-1 080	-1 23
Previous data												
Demand		150	100	200	100	150	100	350	150	200	200	15
Supplier Commitment		150	100	150	150	150	0	0	0	0	0	
Commit tuning		150	100	200	100	150	100	350	150	200	200	15
Cumulated Deviation		0	0	-50	0	0	-100	-450	-600	-800	-1 000	-1 15
Demand Delta												
N/N-1 Delta		50	0	0	5	25	0	0	0	0	0	
Cumulated Delta		50	50	50	55	80	80	80	80	80	80	8
% Cumulated Delta		33,3	20,0	11,1	10,0	11,4	10,0	7,0	6,2	5,3	4,7	4,
Critical Identifier Delta		Yes	No	No	Yes	Yes	No	No	No	No	No	N
Delta exception		Medium				Medium						
Commit Tuning Delta												
N/N-1 Delta		50	0	0	0	25	0	0	0	0	0	
Cumulated Delta		50	50	50	50	75	75	75	75	75	75	7
% Cumulated Delta		33,3	20,0	11,1	9,1	10,7	9,4	6,5	5,8	5,0	4,4	4,
Critical Identifier Delta	•											۱.

- 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'.

Active filter: OC/3 Und Sarch Ana Guid Sarch Ana Guid Sarch Ana FC Grecast alert ype equal to Notignore equal to Notignore equal to New Add line Delete line NewRead Customer equal to New Add line Delete line POAdds (6) Forecast Alerts (1) Anage Reast POAdds (5) Forecast Alerts (1) Anage Reast POAdds (6) Forecast Alerts (1) Anage Reast POAdds (7) Forecast Alerts (1) Anage Reast POAdd (7) Forecast Alerts (1) Forecast Alerts Forecast Alerts (1) Forecast Alerts Forecast Alerts Forecast Alerts Fo	My SupplyOn > My Worksp	ace	> Alert Overview							Contact Help for this page Print
FC:Forecast alert type equal to Inactive since equal to New/Read Customer equal to SupplyIn Def. View Nange+ Customer to review Medium trg-airfoilSO_013 TR. 1110 ELEX20140422 Customer to review Medium trg-airfoilSO_013 No trgtrgtrg No trgtrgtrg No trgtrgtrg No trgtrg <td< td=""><td>Active filter: OOC13</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Hide Search Area</td></td<>	Active filter: OOC13									Hide Search Area
Outcodstrating by equal to Outcode Outcode Delete line Inactive since equal to Not ignored New/Read Customer equal to New Search Reset	Quick Search Advanced S	earc	h							
Ignore Customer Ieual to Inactive since V RewRead Customer V RewRead Customer V RewRead Customer V NewRead Customer V NewRead Customer V NewRead Customer V NewRead Customer V Porecast Alerts (1) VIII Porecast Alerts (1) <th>FC:Forecast alert type</th> <th>×</th> <th>equal to</th> <th> Customer t </th> <th>o review</th> <th>✓ Delete</th> <th>line</th> <th></th> <th>My search prof</th> <th></th>	FC:Forecast alert type	×	equal to	 Customer t 	o review	✓ Delete	line		My search prof	
In active since v equal to v Add line Delete line New/Read Customer v equal to v New v Add line Delete line Search Reset POAlerts (B) Forecast Alerts (1) VMLAlerts (5) SEI Alerts (3) MD Alerts (35) NCR Alerts (0) SupplyOn Def. View v Manage + Reset all Filters Forecast alert type Priority Supplier Ste_City Supp.Loc.No. Cus ER Bucket Cust Mat No. Cust Mat Desc. Supp. Mat No. Supplier Material Ord. Off. Code Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TUBE TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TUBE TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TUBE TA5070 3X6 TUBE OOC-013 (customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TUBE TA5070	Ignore Customer	۷	equal to	 Not ignored 		✓ Delete	line		E Mail potificati	
Search Reset	Inactive since	×	equal to	*		Delete	line		<u>L-Mail Houricau</u>	<u></u>
PO Alerts (6) Forecast Alerts (1) VMI Alerts (5) SBI Alerts (3) MD Alerts (35) NCR Alerts (0) SupplyOn Det. View Manage Reset all Filters Forecast alert type Priority Supplier Ste_City Supp. Loc.No. Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 FOREcast alert type Priority Supplier Material Ord. Off. Code Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE FOREcast alert type Priority Set Read • Download • Show FC Colab. View Send E-Mail	New/Read Customer	×	equal to	✓ New		 Add line Delete 	line			
SupplyOn Det. View Manage • Reset all Filters Forecast alert type Priority Supplier Stle_City Supp.Loc.No. Cus. ER Bucket Cust Mat No. Cust Mat Desc. Suppl.Mat No. Supplier Material Ord. Off. Code Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 V	Search Reset									
SupplyOn Det. View Manage • Reset all Filters Forecast alert type Priority Supplier Stle_City Supp.Loc.No. Cus. ER Bucket Cust Mat No. Cust Mat Desc. Suppl.Mat No. Supplier Material Ord. Off. Code Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 V										
Forecast alert type Priority Supplier Site_City Supp Loc.No. Cus. ER Bucket Cust. Mat. No. Cust. Mat. No. Supplier Material Ord. Off. Code Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Forecast alert type Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Forecast alert type Medium trg-airfoilSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TA5070 3X SMN-013 FC1 TA5070 3X<	PO Alerts (6) Fored	cast	Alerts (1) VMI Alerts (5) <u>SBI Alert</u>	s (3) MD Aler	ts (35) NCR Ale	erts (0)			
Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TA5070 3X6 TUBE OOC-013 Customer to review Medium trg-airfoliSO_013 TR 1110 FLEX20140422 CMN-013 FC1 TUBE TA5070 3X SMN-013 FC1 TUBE TA5070 SMN SC	SupplyOn Def. View		✓ Manage ✓							Reset all Filters
۲ ۲۲ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰	Forecast alert type	Prio	rity Supplier Site_City	Supp.Loc.No	. Cus ER	Bucket	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material Ord. Off. Code
Back Set Ignore • Set Read • Download • Show FC Collab. View Send E-Mail	Customer to review	Med	lium trg-airfoiISO_013		TR 1110	FLEX20140422	CMN-013 FC1	TUBE TA5070 3X	SMN-013 FC1	TA5070 3X6 TUBE OOC-013
Back Set Ignore • Set Read • Download • Show FC Collab. View Send E-Mail										
		et Re	ad - Download - Shov	v FC Collab. View	Send E-Mail	III				
						Ent	ries per page 50	×	First Prev	ious Page 1 of 1 Next Last

• 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:

<u>My SupplyOn</u> >	> My Workspace > Forecast > Collaboration	n View								Contact Hel	lp for this page	al Pri
Overview	trq-airfoilSO 013 CMN-013 FC1 Des	c: 00C-013#P	CE#LFA#LT1	trg-SupMec	hSO 3 CMN-0	13 FC1 Desc	: 00C-013#PC	E#LFA#LT1				
Forecast on	n material number CMN-013_FC1											
		Firm Horizon			Flexible	Horizon				Provi	sional 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.
Demand			500	300	600	305	475	300	1 050	450	600) ,
trg-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01		200	100	200	105	175	100	350	150	200	1
trg-SupMe	echSO 3 CMN-013 FC1 Desc: OOC-0		300	200	400	200	300	200	700	300	400)
Supplier C	Commitment		500	300	600	300	475	250	700	0	0	,
trq-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01		200	100	200	100	175	50	0	0	0	
trq-SupMe	echSO 3 CMN-013 FC1 Desc: OOC-0		300	200	400	200	300	200	700	0	0)
🗆 Supplier E	Exceptions											
trg-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01											
trq-SupMe	echSO 3 CMN-013 FC1 Desc: OOC-0											
🖃 Commit tu	uning		500	300	600	300	475	300	1 050	450	600)
trq-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01		200	100	200	100	175	100	350	150	200	
trq-SupMe	echSO 3 CMN-013 FC1 Desc: OOC-0		300	200	400	200	300	200	700	300	400	1
- Customer	r Exceptions											
trq-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01							Medium				
trg-SupMe	chSO 3 CMN-013 FC1 Desc OOC-0											
🗆 Cumulate	ed Deviation		0	0	0	-5	-5	-55	-405	-855	-1 455	5
trq-airfoilS	0 013 CMN-013 FC1 Desc: OOC-01		0	0	0	-5	-5	-55	-405	-555	-755	j
trg-SupMe	echSO 3 CMN-013 FC1 Desc: 00C-0		0	0	0	0	0	0	0	-300	-700	1
- Previous	data											
Demand		•							1.050		200	•
				Back Do	wnload - Sen	d E-Mail						

• Select the first one.

N	<u>/ly SupplyOn</u> >	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:

Overview trg-airfoilSO_	013_CMN-013	_FC1_Desc: O	OC-013#PCE#L	.FA#LT1 tr	g-SupMechSO	3 CMN-013 F	C1 Desc: 000	C-013#PCE#LF/	A#LT1			
Forecast Collaboration for r Standard Forecast /	material CMN-0	13_FC1/TUBE	TA5070 3X6 B; 1	WASHER TUBE	E B W/ - SMN-01	3_FC1/TA5070) 3X6 TUBE					
	Firm Horizon			Flexible	Horizon					Provisio	nal 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	15
Supplier Commitment		200	100	200	100	175	50	0	0	0	0	1
Supplier Exceptions												
Commit tuning 🖃		200	100	200	100	175	100	350	150	200	200	15
Customer Exceptions							Medium					
Cumulated Deviation		0	0	0	-5	-5	-55	-405	-555	-755	-955	-1 10
Previous data												
Demand		150	100	200	100	150	100	350	150	200	200	15
Supplier Commitment		150	100	150	150	150	0	0	0	0	0	
Commit tuning		150	100	200	100	150	100	350	150	200	200	15
Cumulated Deviation		0	0	-50	0	0	-100	-450	-600	-800	-1 000	-1 15
Demand Delta												
N/N-1 Delta		50	0	0	5	25	0	0	0	0	0	
Cumulated Delta		50	50	50	55	80	80	80	80	80	80	8
% Cumulated Delta		33,3	20,0	11,1	10,0	11,4	10,0	7,0	6,2	5,3	4,7	4,
Critical Identifier Delta		Yes	No	No	Yes	Yes	No	No	No	No	No	N
Delta exception		Medium				Medium						
Commit Tuning Delta												
N/N-1 Delta		50	0	0	0	25	0	0	0	0	0	
Cumulated Delta		50	50	50	50	75	75	75	75	75	75	7
% Cumulated Delta		33,3	20,0	11,1	9,1	10,7	9,4	6,5	5,8	5,0	4,4	4,
Critical Identifier Delta	•											•



- 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':

My S	upplyOn > My Worksp	ace >	Alert Overview									Contact	Help for this page Print
	ive filter: Supplyon De												Hide Search Area
Qui	ck Search Advanced S	earch											
F	C:Forecast alert type	~	equal to		Supplier to commit	~		Delete line			My search		
lg	gnore Supplier	~	equal to		Not ignored	~		Delete line				*	Manage
Ir	nactive since	~	equal to		•	-		Delete line			E-Mail notifi	cation	
F	Priority	~	equal to		High	~		Delete line					
C	Customer Material Nur	r ~	contains		CMN-013_FC2		Add line	Delete line					
ŝ	Search Reset												
P	O Alerts (0) Forec	ast A	lerts (3) VML	Alerts (0)	<u>SBI Alerts (0)</u> <u>MI</u>) Alerts (<u>0)</u>						
S	upplyOn Def. View	~	r Manage ▼										Reset all Filters
	Forecast alert type	Priori	ty Cust. Group	Cus	ER Bucket	Cust. I	Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Suppl	lier Material	Ord. Off. Name	Ord. Off. Phone S
	Supplier to commit	High	trg-TRAINI	TR	1110 FLEX20140422	CMN-0)13 FC2	Winglet Performa	CMN-013 FC2	Wingl	let Performa	Judy Jillings	+44 1179 69 3832🍕
	Supplier to commit	-	-		1110 FLEX20140415	CMN-0	13 FC2	Winglet Performa		-		Judy Jillings	+44 1179 69 3832🄇
	Supplier to commit	High	trg-TRAINI	TR	1110 FLEX20140325	CMN-0	13 FC2	Winglet Performa	CMN-013 FC2	Wingl	let Performa	Judy Jillings	+44 1179 69 3832%
	•												Þ
В	ack Set Ignore • Se	et Rea	d 🔹 Download 🕶	Show	FC Collab. View Send E-Ma	ail							
3	entries: Select all M	atche	s on Page Se	elect all N	latches Clear Selectio	<u>n</u>		Entries per page	50 🗸		<u>First</u> F	Previous Page	1 of 1 Next Last

• 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'.



Overview trg-airfoilSO	013 CMN-013	FC2 Desc: 00	OC-013#PCE#l	_FB#LT2#Critic	al							
Forecast Collaboration for n Standard Forecast	naterial CMN-0	13_FC2/Wingle	t Performance '	Version 5.5 - Cl	MN-013_FC2/Wi	nglet Performa	ance Version 5.	5				
	Firm Horizon			Flexible	Horizon					Provisio	nal 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	-4
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	
Demand Delta												
N/N-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
Critical Identifier Delta		No	Yes	No	No	Yes	No	Yes	No	No	No	N
Delta exception			Critical			Critical						
Commit Tuning Delta												
N/N-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
Critical Identifier Delta	•											,

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

You should see the 'Collaboration Details' screen:

uick Search	Advanced Se	earch										
		*				Add line Delete I	ine		My searc	h profiles		
Search R	Reset										✓ Manage ▼	
Header	Details											
SupplyOn [Def. View	~	Manage 👻								Reset al	II Filters
Bucket	Cu	ist. Org.	ERP Plant	Unit O	Demand Quantity	Demand Date	Supplier Commitment	Commitment Date 🔺 C	ommit Tuning	Pgm. /MSN	Conf. Standard	Con
FLEX201	140318 TR	RGCU	1110	PCE	2	19.03.2014	2	19.03.2014	1	2 N/000410	1	
FLEX201	140325 TR	RGCU	1110	PCE	4	26.03.2014	2	26.03.2014	4	4 N/000411	1	
FLEX201	140401 TR	RGCU	1110	PCE	2	02.04.2014	2	02.04.2014	2	2 N/000412	1	
FLEX201	140408 TR	RGCU	1110	PCE	2	09.04.2014	2	09.04.2014	1	2 N/000413	1	
FLEX201	140415 TR	RGCU	1110	PCE	5	16.04.2014	0	16.04.2014	ŧ	5 N/000414	1	
FLEX201	140415 TR	RGCU	1110	PCE	2	19.04.2014	0	19.04.2014	2	2 N/000415	1	
FLEX201	140422 TR	RGCU	1110	PCE	2	23.04.2014	0	23.04.2014	2	2 N/000416	1	
PROV20	140429 TR	RGCU	1110	PCE	1	30.04.2014	0	30.04.2014		1 N/000417	1	
PROV20	140429 TR	RGCU	1110	PCE	2	10.05.2014	0	10.05.2014	2	2 N/000418	1	
PROV20	140527 TR	RGCU	1110	PCE	2	09.06.2014	0	09.06.2014	2	2 N/000419	1	
PROV20	140624 TR	RGCU	1110	PCE	2	09.07.2014	0	09.07.2014	2	2 N/000420	1	
PROV20	140729 TR	RGCU	1110	PCE	2	08.08.2014	0	08.08.2014	2	2 N/000421	1	
PROV20	140826 TR	RGCU	1110	PCE	2	07.09.2014	0	07.09.2014	1	2 N/000422	1	
PROV20	140923 TR	RGCU	1110	PCE	2	07.10.2014	0	07.10.2014	1	2 N/000423	1	
PROV20	141028 TR	RGCU	1110	PCE	5	06.11.2014	0	06.11.2014	ł	5 N/000424	1	
PROV20	141125 77	0001	4440	DOF 1		00 40 004 4	-	00400044		N/000405		Þ

- 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:

	h											ch Area -
FC:Forecast alert type 💌	equal to	~	Supplier to commit	×		Delete line				My search profiles		
gnore Supplier 🗸 🗸	equal to	~	Not ignored	*		Delete line					✓ Manage •	
nactive since 🗸	equal to	~				Delete line				E-Mail notification		
New/Read Supplier	equal to	~	New	~		Delete line						
Supplier Material Numb 🗸			SMN-013_FC4		Add line	Delete line						
Searchi Reset	Alerts (17) VMI Alert	s (0)	SBI Alerts (0)	MD Alerts	(2)							
	▼ Manage										Reset a	all Filte
Forecast alert type Prio	rity Cust Group Cus	E	R Bucket	Cust. N	lat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material	Ord. Off. Name	Ord. Off. Phone	Supplier Pl Alert	Ign.0
Supplier to commit Med	ium trg-TRAINI TR	2	100 FLEX20131029	CMN-0	13 FC5	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Carmen Comida	+ 34 967 850 500	01.10	
Supplier to commit Med	lium trg-TRAINI TR	2	100 FLEX20131022	CMN-0	13 FC5	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Carmen Comida	+ 34 967 850 500	01.10	
Supplier to commit Med	lium trg-TRAINI TR	2	100 FLEX20131008	CMN-0	13 FC5	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Carmen Comida	+ 34 967 850 500	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20141201	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20141101	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20141002	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20140902	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20140803	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	-
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20140704	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	-	1	110 FLEX20140604	CMN-0	13 FC4		SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20140505	CMN-0	13 FC4	PITOT TUBE ASS	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
Supplier to commit High	-		110 FLEX20140405	CMN-0	13 FC4		SMN-013 FC4	Assy Pitot Tube T		+44 1179 69 3832	01.10	
Supplier to commit High	n trg-TRAINI TR	1	110 FLEX20140306	CMN-0	13 FC4	·	SMN-013 FC4	Assy Pitot Tube T	Judy Jillings	+44 1179 69 3832	01.10	
∢ ack Set Ignore ▼ Set Re	ad • Download • Sho		Collab, View Send E-I			III						

• 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		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 C	ollaboration for material CMN-013_FC4/PITOT TUBE ASSY	/Assy Pitot Tube Type 5	



Overview trg-airfoilAB_	013_CMN-013_F	C4_Desc: 00	C-013#PCE#L	FC#LT3#Critic	al <u>trq-airfo</u>	IAB 013 CMN-	013 FC5 Des	c: OOC-EC#PC	E#EC#EC1					
Forecast Collaboration for I	material CMN-013		URE ASSY A6	70 - SMN-013	FC4/Assy Pitot	Tube Type 5								
Mid Term Forecast / Electr				0 0000	104/100311101	Tube Type o								
								- lexible Horizon	1					
	07.10.2013 0	6.11.2013 🗹	06.12.2013 포	05.01.2014 포	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	4
Supplier Commitment		0	0		0	0	0	0	0		0			
Supplier Exceptions	Critical	Critical	Critical		Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critical	Critica
Commit tuning	100	90	80		80	20	20	40	60	80	100	80	60	4
Customer Exceptions						20	20				100			
Cumulated Deviation	-100	-190	-275	-275	-355	-375	-395	-435	-495	-575	-675	-755	-815	-85
Previous data			2.0	2.0										
Demand	100	90	80		40	100	20	40	60	80	100	80	60	4
Supplier Commitment	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	4
Cumulated Deviation	-100	-190	-270		-310	-410	-430	-470	-530	-610	-710	-790	-850	-89
Demand Delta														
N/N-1 Delta	0	0	5		40	-80	0	0	0	0	0	0	0	
Cumulated Delta	0	0	5		45	-35	-35	-35	-35	-35	-35	-35	-35	-3
% 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,
Critical Identifier Delta	No	No	Yes		Yes	Yes	No	No	No	No	No	No	No	N
Delta exception					High	High								
Commit Tuning Delta														
N/N-1 Delta	0	0	0		40	-80	0	0	0	0	0	0	0	
Cumulated Delta	0	0	0		40	-40	-40	-40	-40	-40	-40	-40	-40	-4
% 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
Critical Identifier Delta	No	No	No		Yes	Yes	No	No	No	No	No	No	No	N
	•													

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

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

ly SupplyOn > My Workspace	> Forecast > Co	ollaboration Vie	w									Co	ntact Help for	this page Pr
Overview trg-airfoilAB	013_CMN-013_	FC4_Desc: 00	C-013#PCE#L	FC#LT3#Critical	trq-airfoilA	B 013 CMN-0	13 FC5 Desc	: OOC-EC#PC	E#EC#EC1					
Forecast Collaboration for I Mid Term Forecast / Electr				70 - SMN-013_FC	C4/Assy Pitot Ti	ube Type 5								
							F	lexible Horizon						
	07.10.2013 💌	06.11.2013 🔽	06.12.2013 포	05.01.2014 🗹 04	4.02.2014 🗹 0	6.03.2014 포 (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	C
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														
N/N-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														
N/N-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		Collab Vier	N	No	No	No	No	No	No	No	No
					Collab Deta	ails full (CSV)								
	•				Collab Deta	ails full (XLS)								
				Back Upload -	Download -	Save and Comm	t 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'.

X	19-0	9 × 🎲 =	(1.e. 10	taken beau	an harten				Book1	- Microso	ft Excel								_ 0	23
File	Hor	me Ins	ert Pag	e Layout	Formulas	Data	Review	View											۵ 🕜 🗆	er X3
From	From	From Fro Text So	om Other	Existing Connections	Defrech @	Connection Properties Edit Links	Z + 2	ort Filter	K Clear Reapply Advanced	Text to Column	Remove S Duplicates	Data Validation	Consolidat	e What-If Analysis *	Group	Ungroup Su	588 - J	Show Detail Hide Detail		
		Get Extern	al Data		Con	nections		Sort & Fi	lter			Data Too	ls			Out	line	Es.		
	A1		• (*	f_{x}																~
	Α	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р	Q	R	S	
1																				
2																				
3																				

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

Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data: Opelimited - Characters such as commas or tabs separate each field.
○ Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1 🚔 File origin: MS-DOS (PC-8)
Preview of file C:\Users\pma154\D\Forecast_CollaborationView_SupplyOn_20130731_113653.csv.
1 Collaboration Set ID;FC Publ. Date;Customer Group Short Name;Supp. No.;C
2 CollabSetKey; PublishingDate; CustomerGroupCode; SupplierNumber; CustomerMate 3 344436; 20130730173902; TECUS; L013; CMN-013 FC4; SMN-013 FC4; OOC-013 #PCE#LFC4
4 344436;20130730173902;TECUS;L013;CMN-013_FC4;SMN-013_FC4;OOC-013#PCE#LFC
5 344436;20130730173902;TECUS;L013;CMN-013_FC4;SMN-013_FC4;OOC-013#PCE#LFC4
Cancel < Back Next > Einish

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

	o 2 of 3	S ×
his screen lets you set the elow.	e delimiters your data contains. You can see how yo	our text is affected in the preview
Delimiters		
Tab		
Semicolon	Treat consecutive delimiters as one	
Comma		
Te	xt gualifier:	
Space		
Other:		
Data <u>p</u> review		
Collaboration Set		hort Name Supp. No.
Collaboration Set CollabSetKey	PublishingDate CustomerGroupCode	e SupplierNumbe
- Collaboration Set CollabSetKey 344436	PublishingDate CustomerGroupCode 20130730173902 IECUS	e SupplierNumbe
Collaboration Set CollabSetKey 344436 344436	PublishingDate CustomerGroupCode 20130730173902 TECUS 20130730173902 TECUS	e SupplierNumbe L013 L013
- Collaboration Set CollabSetKey 344436	PublishingDate CustomerGroupCode 20130730173902 IECUS	e SupplierNumbe



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

Text Import Wizard - Step 3 of	3		? ×
This screen lets you select each Column data format General Date: DMY Do not import column (skip)	'General' convert remaining values	s numeric values to numbers, date val	ues to dates, and all
Data preview	Text	Text	Text
Collaboration Set ID		Customer Group Short Name	Supp. No.
		CustomerGroupCode	SupplierNumbe
344436	20130730173902		L013
344436	20130730173902	TECUS	L013
344436	20130730173902	TECUS	L013 -
< III			۹.
	C	ancel < <u>B</u> ack Next	:> <u>F</u> inish

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

A	B		С	D	E		F	G	Н			J	K	L	M
1 Collaboration Set			er Group Sho S		Customer Material	Number Sup	plier Material Number			Pgm. /			Data Measure		
2 CollabSetKey	Publishing		erGroupCode \$	SupplierNumber	CustomerMaterialN	umber Sup	oplierMaterialNumber	FreeKey	CustomerPlan	ntCode Progra	m/MSN I	DemandDate	DataMeasure	FLEX20131007	FLEX20131106
3 352155	201310011	62822 TEAIR	l	.013	CMN-013_FC4	SMI	N-013_FC4	00C-013#PCE#L	FC#LT3#Critical				PRVDMD	100	90
4 352155		62822 TEAIR			CMN-013_FC4	SMI	N-013_FC4	00C-013#PCE#L					PUBDMD	100	90
5 352155	201310011	62822 TEAIR	l	.013	CMN-013_FC4	SMI	N-013_FC4	00C-013#PCE#L	FC#LT3#Critical				SUPCOM	0	0
6 352155	201310011	62822 TEAIR	l	.013	CMN-013_FC4	SMI	N-013_FC4	00C-013#PCE#L	FC#LT3#Critical				CUSTUN	100	90
7															
8 CollabSetKey	Publishing				CustomerMaterialN		plierMaterialNumber	FreeKey		ntCode Progra	m/MSN	DemandDate		FIRM20131007	FLEX20131008
9 352215		62834 TEEUR			CMN-013_FC5		N-013_FC4	OOC-EC#PCE#E					PRVDMD	0	20
10 352215		62834 TEEUR			CMN-013_FC5		N-013_FC4	OOC-EC#PCE#E					PUBDMD		30
11 352215		62834 TEEUR			CMN-013_FC5	SMI	N-013_FC4	OOC-EC#PCE#E					SUPCOM		0
				013	CMN-013 FC5	SMI	N-013 FC4	OOC-EC#PCE#E	C#EC1				CUSTUN		30
12 352215	201310011	020J4 TEEUR		1015	0000000000	Olin	14-013_104	000 2011 0212	0.201						
12 352215	0	P	Q	R	S	T	U	V	W	X		Y	Z	AA	AB
⊿ N 1	0	Р	Q	R	S	T	U	V	W				Z		
N 1 2 FLEX20131206 I	0 FLEX20140105	P FLEX20140204	Q FLEX2014030	R 16 FLEX2014040	S 5 FLEX20140505	T FLEX201406	U 504 FLEX20140704	V FLEX20140803 F	W	FLEX20141002		' 0141101 FLE	Z EX20141201 F	LEX20141231	
N 1 2 FLEX20131206 3 80	O FLEX20140105 0	P FLEX20140204 40	Q FLEX2014030 100	R 16 FLEX2014040 20	S 5 FLEX20140505 40	T FLEX201406 60	U 504 FLEX20140704 80	V FLEX20140803 F 100 8	W FLEX20140902 1	FLEX20141002	40	0141101 FLE	Z EX20141201 F	LEX20141231	
N 1 2 FLEX20131206 3 80 4 85	O FLEX20140105 0	P FLEX20140204	Q FLEX2014030 100 20	R 16 FLEX2014040	S 5 FLEX20140505 40 40	T FLEX201406 60 60	U 504 FLEX20140704 80 80	V FLEX20140803 F 100 8 100 8	W FLEX20140902 1 80 6	FLEX20141002 50	40 40	0141101 FLE 20 20	Z EX20141201 F	LEX20141231	
N 1 2 FLEX20131206 1 3 80 4 85 5 0	O FLEX20140105 0	P FLEX20140204 40 80 0	Q FLEX2014030 100 20 0	R 6 FLEX2014040 20 20 0	S 5 FLEX20140505 40 40 0	T FLEX201406 60 60 0	U 504 FLEX20140704 80 80 0	V FLEX20140803 F 100 8 100 8 0 0 0	W FLEX20140902 1 80 0 90 0	FLEX20141002 50 50	40 40 0	0141101 FLE 20 20 0	Z EX20141201 F	LEX20141231	
N 1 2 FLEX20131206 3 80 4 85	O FLEX20140105 0	P FLEX20140204 40	Q FLEX2014030 100 20	R 16 FLEX2014040 20	S 5 FLEX20140505 40 40	T FLEX201406 60 60	U 504 FLEX20140704 80 80 0	V FLEX20140803 F 100 8 100 8 0 0 0	W FLEX20140902 1 80 0 90 0	FLEX20141002 50	40 40	0141101 FLE 20 20	Z EX20141201 F	LEX20141231	
N 1 2 FLEX20131206 1 3 80 4 85 5 0	O FLEX20140105 0	P FLEX20140204 40 80 0	Q FLEX2014030 100 20 0 20	R 6 FLEX2014040 20 20 0	S 5 FLEX20140505 40 40 0 40	T FLEX201406 60 60 0	U 504 FLEX20140704 80 80 0 80	V FLEX20140803 F 100 & 100 & 100 & 100 &	W FLEX20140902 1 80 0 80 0 80 0	FLEX20141002 50 50	40 40 0 40	0141101 FLE 20 20 0 20 0 20	Z EX20141201 F	LEX20141231	AB
N 1 FLEX20131206 3 80 4 85 5 0 6 80 7 FLEX20131015	O FLEX20140105 0 FLEX20131022	P FLEX20140204 40 80 0 80	Q FLEX2014030 100 20 0 20	R FLEX2014040 20 20 0 20	S 5 FLEX20140505 40 40 0 40	T FLEX201406 60 60 0 60	U 504 FLEX20140704 80 0 80 80 207 PROV20140114	V FLEX20140803 F 100 8 100 8 0 0 100 8 PROV20140218 F	W FLEX20140902 1 00 0 00 0 00 0 00 0 PROV20140318 1	FLEX20141002 50 50 50 50	40 40 0 40	0141101 FLE 20 20 0 20 0 20	Z EX20141201 f 0 20V20140617 f	FLEX20141231	AB
N FLEX20131206 3 80 4 85 5 0 6 80 7 8 FLEX20131015 9 0	0 FLEX20140105 0 FLEX20131022 10	P FLEX20140204 40 80 0 80 FLEX20131029	Q FLEX2014030 100 20 0 20	R FLEX2014040 20 20 0 20	S 5 FLEX20140505 40 40 0 40 2 PROV20131119	T FLEX201406 60 60 60 PROV20131	U FLEX20140704 80 80 0 80 1217 PROV20140114 10	V FLEX20140803 F 100 & 8 0 0 0 100 & 8 PROV20140218 F 10 f	W ELEX20140902 1 00 0 0 0 00 0 PROV20140318 1 0	FLEX20141002 50 50 50 50 PROV20140415	40 40 0 40 PROV2	0141101 FLE 20 20 0 20 20 20 20 20	Z EX20141201 f 0 20V20140617 f	FLEX20141231	AB
N FLEX20131206 3 80 4 85 5 0 6 80 7 8 FLEX20131015 9 0	0 FLEX20140105 0 FLEX20131022 10	P FLEX20140204 40 80 0 80 FLEX20131025 20	Q FLEX2014030 100 20 0 20	R FLEX2014040 20 20 0 20	S 5 FLEX20140505 40 40 40 2 PROV20131119 20	T FLEX201406 60 60 0 60 PROV20131 10	U FLEX20140704 80 80 0 80 1217 PROV20140114 10	V FLEX20140803 F 100 & 8 0 0 0 100 & 8 PROV20140218 F 10 f	W ELEX20140902 1 00 0 0 0 00 0 PROV20140318 1 0	FLEX20141002 50 50 50 50 PROV20140415 10	40 40 0 40 6 PROV2 10	0141101 FLE 20 20 0 20 20 20 20 20 20 20 20 20 20 2	Z EX20141201 f 0 20V20140617 f	FLEX20141231	AB

• 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'.

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



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

ly SupplyOn > My Workspace	Forecast > Coll	aboration Vie	w									<u>Co</u>	ntact Help for	this page P
Overview trg-airfoilAB	013_CMN-013_F	C4_Desc: 00	C-013#PCE#L	FC#LT3#Critic	al <u>trq-airfoi</u>	IAB 013 CMN-	013 FC5 Des	C: OOC-EC#PC	E#EC#EC1					
Forecast Collaboration for Mid Term Forecast / Electr		-		70 - SMN-013_	FC4/Assy Pitot	Tube Type 5								
								Flexible Horizon						
	07.10.2013 0	6.11.2013 로 (06.12.2013 👻	05.01.2014 👻	04.02.2014 👻	06.03.2014 💌	05.04.2014 💌	05.05.2014 💌	04.06.2014 포	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	4
Supplier Commitment 💌	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	Critica
Commit tuning	100	90	80		80	20	20	40	60	80	100	80	60	4
Customer Exceptions														
Cumulated Deviation	-100	-190	-275	-275	-355	-375	-395	-435	-495	-575	-675	-755	-815	-85
 Previous data 														
Demand	100	90	80		40	100	20	40	60	80	100	80	60	4
Supplier Commitment	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	4
Cumulated Deviation	-100	-190	-270		-310	-410	-430	-470	-530	-610	-710	-790	-850	-89
 Demand Delta 														
N/N-1 Delta	0	0	5		40	-80	0	0	0	0	0	0	0	
Cumulated Delta	0	0	5		45	-35	-35	-35	-35	-35	-35	-35	-35	-3
% 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,
Critical Identifier Delta	No	No	Yes		Yes	Yes	No	No	No	No	No	No	No	N
Delta exception					High	High								
Commit Tuning Delta														
N/N-1 Delta	0	0	0		40	-80	0	0	0	0	0	0	0	
Cumulated Delta	0	0	0		40	-40	-40	-40	-40	-40	-40	-40	-40	-4
% 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,
Critical Identifier Delta	No	No	No		Yes	Yes	No	No	No	No	No	No	No	N
	٠					111								

- 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^M. The relating download options are flagged with '(XLS)' as shown below:

	Collab V	/iew								
	Collab Details full (CSV)									
	Collab D	etails full (XLS)								
Dov	wnload - Save and Commit									

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.

Mv.SupplyOn > Mv.Workspace > Forecast	Contact Help for this page Print
Active filter: Supplyon Default <u>Quick Search</u> Advanced Search	Hide Search Area
Forecast Mode v Long Term Forecast Add line Delete line Search Reset	My search profiles

• Click on the 'Search' button.

You should see the following 'Forecast Summary' screen:

My SupplyOn > My Works	none > Forecast									Contact L	lelp for this page Print
										<u>contact</u>	Hide Search Area
Active filter: Supplyon L Quick Search Advanced											
					- 1 - 1				Margaret and fire		
Forecast Mode	✓ contains	 Long T 	erm Forecast	Add line Del	ete line				My search profiles	×	Manage
Searchi Reset											and getter the
Forecast Summary	Forecast Data										
SupplyOn Def. View	▼ Manage •										Reset all Filters
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	CMN-013 FC6	TUBE TA5070 3X	SMN-013	TA5070 3X6 TUBE	Desc: OOC-013#PC	Judy Jillings	+44 1179 69 3832	LFA	LT1	No P	
		•									4
Back Upload - Dow	vnload 🔹 Send E-Mail	Collab View Fored	ast Data Do	wnload Prev. Demand							
1 entry: Select all Ma	atches on Page S	elect all Matches	Clear Selection	<u>on</u>	Entries pe	r page 50 🗸			First Previous	Page	1 of 1 Next Last



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:

Overview trg-airfoilAB_	013_CMN-013	_FC6_Desc: 00	OC-013#PCE#	LFA#LT1									
Forecast Collaboration for Long Term Forecast / Galle		13_FC6/TUBE	TA5070 3X6 B;	WASHER TUB	E B W/ - SMN-0	13_FC6/TA5070	3X6 TUBE						
						Flexible H							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					8
Supplier Commitment 💌		150	100	200	100		100	50					7
Supplier Exceptions					Medium								
Commit tuning		150	100	200	200		100	50					8
Customer Exceptions													
Cumulated Deviation		0	-5	-5	-105	-105	-105	-104	-104	-104	-104	-104	-1(
Previous data													
Demand		150	100	200	100		100	50					7
Supplier Commitment		150	100	200	100		100	50					7
Commit tuning		150	100	200	100		100	50					7
Cumulated Deviation		0	0	0	0		0	0					
Demand Delta													
N/N-1 Delta		0	5	0	100		0	-1					1
Cumulated Delta		0	5	5	105		105	104					1
% Cumulated Delta		0,0	2,0	1,1	19,1		16,2	14,9					14
Critical Identifier Delta		No	Yes	No	Yes		No	Yes					Y
Delta exception					Medium								Mediu
Commit Tuning Delta													
N/N-1 Delta		0	0		100		0	0					1
Cumulated Delta		0	0	-	100		100	100					1
% Cumulated Delta		0,0	0,0		18,2		15,4	14,3					14
Critical Identifier Delta		No	No	No	Yes		No	No					Y

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:

								T IX YO F OLOHIDU				
My SupplyOn > My Wo	rkspace > Forecast >	Collaboration View	v > Collaboration	n Details				Flexible Field 10			Contact Help for thi	
Active filter: Supplyo								Flexible Field 8			nue a	earch Area
Quick Search Advanc	ed Search							Flexible Field 9				
	~			Add line Delete li	ne			Head of version indicator	s	earch profiles		
Search Reset								Installation Station			✓ Manage ▼	
Header Details								Last Commit Date				
SupplyOn Def. View							_	Last EDI Message Date			Dee	et all Filters
				1	1	1		MRP Area				
Bucket	Cust. Org. ERP P			Demand Date	Supplier Commitment	Supplier Remark	_	MRP Controller	9	Pgm. /MSN	Conf. Standard	Config. Ver
E FLEX20131106	TRGAIR 1110	PCE		19.11.2013	15	A ↓ Sort Ascending		Ord. Off. Code	5	0		90A02/001
E FLEX20131206	TRGAIR 1110	PCE		24.12.2013	1(ZA↓ Sort Descending		Ord. Off. Name	P			90A02/001
E FLEX20140105	TRGAIR 1110	PCE		28.01.2014	2(Lock		Ord. Off. Phone	P			90A02/001
E FLEX20140204	TRGAIR 1110	PCE	200	04.03.2014	20	Unlock	E	Ordering Solution	P	0		90A02/001
E FLEX20140405	TRGAIR 1110	PCE		08.04.2014	1(Pgm. /MSN	P	0		90A02/001
E FLEX20140505	TRGAIR 1110	PCE	49	13.05.2014		Columns	P E	Purch. Group	5	0		90A02/001
						Filters	•	Supp. Mat. No.				
					L	_		Supp. No.				
								Supplier Commitment				
								Supplier Group Name				
							E	Supplier Local Number	=			
								Supplier Material Description				
								Supplier Planner Code				
								Supplier Remark				
								Supplier Site				
								Supplier Site_City				
								Supplier. Org.				
	•		III					Supply Agreement Number				F.
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ly SupplyOn > My Work	renace > Forecast > (Collaboration		Details						Contact Help for this	s page Prir
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Quick Search Advance											
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					1		-		1	1	1
	Cust. Org. ERP Pla			Demand Date	Supplier Commitment	Supplier Remark	Commitment Date 4		-	Conf. Standard	Config. Ve
	TRGAIR 1110 TRGAIR 1110	PCE		19.11.2013 24.12.2013	150		19.11.2013 24.12.2013	150			90A02/00 90A02/00
	TRGAIR 1110 TRGAIR 1110	PCE		24.12.2013	100		28.01.2014	200			90A02/00 90A02/00
	TRGAIR 1110	PCE		04.03.2014	200		04.03.2014	200			90A02/00 90A02/00
	TRGAIR 1110	PCE		08.04.2014	100		08.04.2014	100			90A02/00
	TRGAIR 1110	PCE		13.05.2014	50		13.05.2014	50			90A02/00
	•		III								
Back Upload - Do	ownload - Save and	Commit Cop	y Send E-Mail Colla	b View							
6 entries: Select al	II Matches on Page	Select all I	latches Clear Sele	ection	Entrie	es per page 50 🗸		E		Page 1 of 1	Next Last

- 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:

My SupplyOn > My Workspace > Alert Overview Active filter: Supplyon Default			Contact Help for this page Pri Hide Search Area										
Multic Search Advanced Search FC.Forecast alert type equal to Demand Delta Delete line Ignore Supplier equal to Not ignored Delete line Inactive since equal to Delete line Priority equal to High Delete line Customer Material Num equal to CMN-013_FC7 Add line Delete line Search Reset Reset Reset													
PO Alerts (0) Forecast Alerts (3) VMI Alerts (0) SBI Alerts (0) MD Alerts (0) SupplyOn Def. View V Manage V 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.										
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										
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										
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										
Back Set Ignore - Set Read - Download - Show FC Collab. View Send	E-Mail												
3 entries: Select all Matches on Page Select all Matches Clear Select	ction Entries per page 50	*	First Previous Page 1 of 1 Next Last										



• 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'.

<u>Ay SupplyOn</u> > <u>My Workspace</u>	- Forecast - Co	liaboration view	V									0011	act Help for th	no page (in
Overview trg-airfoilAB	013_CMN-013_I	FC7_Desc: 000	-013#PCE#LFA	#LT1#Critical										
Forecast Collaboration for r Standard Forecast /	material CMN-01	3_FC7/TUBE TA	5070 3X6 B; WA	SHER TUBE E	W/-SMN-013	3_FC7/TA5070 3	3X6 TUBE							
	Firm Horizon			Flexible I	Horizon			Provisional Horizon						
	07.10.2013 📼	08.10.2013 포	15.10.2013 2	2.10.2013 💌	29.10.2013 포	05.11.2013 포	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		2
Supplier Commitment 🖃		150	350	200	100	200				100		200		3
Supplier Exceptions			Critical	Critical		Critical								
Commit tuning		150	800	200	100	150				100		300		29
Customer Exceptions														
Cumulated Deviation		0	-450	-450	-450	-400	-400	-400	-400	-400	-400	-500	-500	-49
 Previous data 														
Demand		150	350	200	100	200				100		200		30
Supplier Commitment		150	350	200	100	200				100		200		30
Commit tuning		150	350	200	100	200				100		200		30
Cumulated Deviation		0	0	0	0	0				0		0		
Demand Delta														
N/N-1 Delta		0	450	0	0	-50				0		100		
Cumulated Delta		0	450	450	450					400		500		49
% Cumulated Delta		0,0	90,0	64,3		40,0				36,4		38,5		30
Critical Identifier Delta		No	Yes	Yes	No	Yes				No		Yes		Ye
Delta exception			High	High		High								
Commit Tuning Delta														
N/N-1 Delta		0	450	0	0					0		100		-
Cumulated Delta		0	450	450	450	400				400		500		4
% Cumulated Delta		0,0	90,0	64,3	56,3	40,0				36,4		38,5		30
Critical Identifier Delta		No	Yes	Yes	No	Yes				No		Yes		Y
	•					m								

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
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	
Demand Delta							
N/N-1 Delta		0	450	0	0	-50	
Cumulated Delta		0	450	450	450		
% Cumulated Delta		0,0	90,0	64,3		40,0	
Critical Identifier Delta		No	Yes	Yes	No	Yes	
Delta exception			High	High		High	
Commit Tuning Delta							
N/N-1 Delta		0	450	0	0		
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
Previous Data: Demand		80	80	80	80	80
Demand Delta: N/N-1 Delta		35	-5	0	10	20
Demand Delta: Cumulated Delta		35	30	30	40	60
Demand Delta: % Cumulated Delta		0,0%	18,8%	12,5%	12,5%	15,0%
Demand Delta: 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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Index of questions for PO exercises

Q1.	Purchase Orders belong to two different order types, what are they?
Q2.	When the status of a PO schedule line is NEW ORDER PUBLISHED (NOP), what can the supplier or customer do?
Q3.	What is the impact on the PO schedule line status when a NOP is modified?
Q4.	How many different PO schedule line statuses are displayed in the PO Summary section? 57
Q5.	How many exception types regarding Purchase Orders are displayed in the Alert Matrix section?
Q6.	What happens to the PO status if you accept it without changes?
Q7.	Which columns can you perform changes to as a supplier?
Q8.	What happens to the PO schedule line status?
Q9.	What happens to the PO schedule line status if the customer modifies the NOP PO?65
Q10.	What actions can you do as a customer for a PO schedule line with status 'Supplier Change Order Request'?
Q11.	What is the consequence for each of the possible actions: accept, modify, reject and cancel? 66



Q12.	What happens to the status of the PO schedule line?
Q13.	What happens to the status of the cancelled PO schedule line?
Q14.	How do you know that the first line is the KIT Header?
Q15.	What happens to the 'Promised Date' for all the KIT components?
Q16.	What happens to the 'Promised Quantity' for all the KIT components?
Q17.	What happens to the status of the PO if the supplier accepts the customer changes?
Q18.	What happens to the status of the PO if the supplier accepts the customer cancellation request?
Q19.	Is the supplier able to edit 'Comment on non-collab data' after saving?
Q20.	How does a non collaborative change appear in AirSupply?
Q21.	How many alerts are now displayed in My Workspace next to 'Comment on non-collaborative data updated'?
Q22.	Is the customer able to edit in text field 'Comment on non-collab data'?
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?
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'?
Q25.	Is there a dedicated alert in 'My Workspace' when PO schedule lines are split by a supplier? . 90



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:

	pace > Purchas	se Orders									Cont	act Help for this page
ctive filter: Supplyon D uick Search Advanced S												Hide Search Area
	~			8	dd line Delete lin	8					My search profiles	
Search Reset												✓ Manage
Purchase Orders												
SupplyOn Def. View	✓ Manag	e										Reset all Filte
PO -	PO Line	POSL	PO Type	PO Sub-Type	PO Document t	Cust Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord, Off, Phone	Supplier Planner	Cust Mat. No.
PO-171_1	010	1	OTHER		Manual	tro-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38		CMN-171_P01
PO-171_1	020	1	OTHER	*	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P02
PO-171_1	030	1	OTHER	9	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P03
PO-171_1	040	1	OTHER	4	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P04
PO-171_1	050	1	OTHER		Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P05
PO-171_1	070	1	OTHER		Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P07
PO-171_1	090	1	OTHER		Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P09
PO-171_1	100	1	OTHER		Manual	trg-TRAINING@ A	trg-TRAINING@ AJRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P10
PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P11
PO-171_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@ A	trg-TRAINING@ AJRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P12
PO-171_3	010	1	OTHER		KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P13
PO-171_3	020	1	OTHER		KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P14
PO-171_3	030	1	OTHER		KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_P15
PO-171_5	010	1	CALLUP	12	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_FC1
PO-171_5	020	1	CALLUP	12	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	132	CMN-171_FC2
PO-171_5	030	1	CALLUP	14 A A A A A A A A A A A A A A A A A A A	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	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.



		ault									Hide Search An	rea -
	Advanced Sea											
Status		 equal to 	5	× N	EW ORDER PUBL		Delete line			My search profiles		
Clatas		~					e Delete line				✓ Manage	
Search	- Proventing											
Purcha	se Orders											
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PO-a	all-200 6 01	020	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	030	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	040	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	050	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	060	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	070	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	080	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	090	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-a	all-200 6 01	100	1	CALLUP		Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	

- 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.).



Active filter: Supplyon Defa		e Orders									<u></u>	act Help for this page Hide Search Area
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	equal to			NEW ORDER PUBLIS		Delete line						✓ Manage ▼
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PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P11

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'.

rocess / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
orecast 👻						NEW ORDER PUBLISHED	<u>10</u>	<u>10</u>	Supplyon Default
Sustomer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	29	6	23		29	OPEN	1	<u>5</u>	Inventory Projection Configuration
Demand Delta	11	5	6		<u>23</u> <u>11</u>	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration
	<u>11</u>	2	<u>0</u>		<u></u>	CUSTOMER CHANGE ORDER REQUEST	<u>1</u>	<u>1</u>	
Purchase Orders						CANCELLATION REQUEST	1	1	Summary
pares order to check	2	2	0	0	<u>2</u>	CANCELLED	0	0	Alert Overview
collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	Master Data
collab. rejected by supplier	0		0		0	SHIPPED	0	0	
ccepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	1	Material Master Data
Ion collaborative change	<u>1</u>		1		1	RECEIVED	<u>3</u>	<u>3</u>	Desp. Adv. Settings
ate despatch advice	0	0	0	0	0	Total	<u>18</u>	24	Supplier Organisation Settings
lo goods receipt	<u>3</u>	3	0	0	<u>3</u>				Language
<u>/MI</u>									English
tock out: Stock on Hand	0	0			0				English
elow Min: Stock on Hand	0	0			0				
elow Signal: Stock on Hand	0			0	0				
bove Max: Stock on Hand	1		1		1				
tock out: Projected Stock	<u>3</u>	3			3				
elow Min: Projected Stock	3	3			3				
bove Max: Projected Stock	1		1		1				
Despatch Advice 💌									
Draft					0				
rror					0				

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



wforSup. v yes Add line Delete line wforSup. v yes v Add line Delete line ch Reset v Manage. Manage. Manage. <td< th=""><th><u>v SupplvOn</u> > <u>Mv Worksr</u> Active filter: <i>Supplyon D</i> <u>Quick Search</u> (Advanced S</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Hide Se</th><th>arch Area</th></td<>	<u>v SupplvOn</u> > <u>Mv Worksr</u> Active filter: <i>Supplyon D</i> <u>Quick Search</u> (Advanced S											Hide Se	arch Area
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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.

	plyOn > <u>My Workspa</u>			e Orders									Contact Help for this Hide Se	arch Area
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Stat	us	~	equal to		~	NEW ORDER PUBLIS	HED 🔽	Delete line				My search profiles		
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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 PCTEAIR/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:

-	SupplyOn > My			ase Orders							<u> </u>	ontact Help for this page F Hide Search Area
	tive filter: Sup											
	Status		equal t	0	V NEW ORD		✓ Add line Delete li	ine			My search profiles	
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P	urchase Orde	rs										
	upplyOn Def.		✓ Man	age								Reset all Filte
	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	Su 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
1	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
1	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
1	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
1	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	<u>1</u>	CALLUP		Manual	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 3832	CMN-171_FC4
				•	m							
B	ack Details	History	Jpload C	ownload • P	rint Related Docu	ments - Actions -	Send E-Mail Split					

- 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:

Ay S	SupplyOn > My Wo	rkspace > Purcha	se Orders									<u>c</u>	Contact Help for this pa	age Pri
Act	tive filter: OOC17	1											Hide Search	h Area
	ck Search Advand													
L		*			<u>A</u>	dd line Delete line					My s	earch profiles	✓ Manage ▼	
3	Search Reset												Manage •	
P	urchase Orders													
S	upplyOn Def. Vie	w 👻 Mana	ge •										Reset al	II Filter
	PO 🔺	PO Li	ne PO SL	PO Type	PO Sub-Type	PO Document t	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	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P01	
	PO-171_1	020	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P02	
-	PO-171_1	030	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P03	
-	PO-171_1	040	1	OTHER		Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P04	
	PO-171_1	050	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P05	
-	PO-171_1	070	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P07	
	PO-171_1	090	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P09	
1	PO-171_1	100	1	OTHER	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P10	
	PO-171_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_1	71	55820494	CMN-171_P11	
1	PO-171_2	020	1	OTHER	SPARES	Manual	tra-TRAINING@ A	1110	00C-171	tra-airfoilAB 1	71	55820494	CMN-171 P12	
	DO 474 0	040		•										•
E	lack Details Hit	story Download •	Print Re	elated Documents •	Actions -	Send E-Mail Split								

- 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 U	K - Jilling	s, Judy									
My S	upplyOn > My Workspace >	Purchase	Orders									Contact Help for this page Print
Ac	tive filter: OOC171											Hide Search Area
Qu	ck Search Advanced Search											
						Add line	Doloto lino				My search profiles	
1 5	Customer Material Nurr 🕶	equal to		✓ CMN-17	1_FC4	Add line 1	Delete lille					✓ Manage
	Search Reset											
F	urchase Orders											
S	upplyOn Def. View	Manage.	. •									Reset all Filters
	PO 🔺	PO Line	PO SL	PO Type	PO Sub-Type	PO Document t	Customer Organi	ERP Plant	Ord. Off. Code	Supplier Site_0	City Supp.Loc.No.	Cust. Mat. No.
	PO-171_5	030	1	CALLUP	-	Manual	trg-TRAINING@ A	1110	00C-171	trg-airfoilAB_17	71 55820494	CMN-171_FC4
	ack Details History Do					dh end E-Mail Spit						
1	entry: Select all Matches	on Page		II Matches	lear Selection		Entries p	er page 5	i0 🗸		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.

trg-TRAINING@ 171-SupAirfoil AB - N	Miller, Cindy			
-				Contact Help for this page Print
My SupplyOn > My Workspace > Alert Overvio	ew			Hide Search Area
Active filter: Supplyon Default Quick Search Advanced Search				
PO:PO alert type 👻 equal to	✓ Spares order to check ✓	Delete line		My search profiles
Ignore Supplier 👻 equal to	✓ Not ignored ✓	Delete line		Manage E-Mail notification
Inactive since v equal to	▼	Delete line		E-mail rouncadon
New/Read Supplier 👻 equal to	Vew Add line	e <u>Delete line</u>		
Search Reset				
PO Alerts (2) Forecast Alerts (19)	VMI Alerts (6) SBI Alerts (3) MD Alerts (20)			
SupplyOn Def. View 💌 Manage •	•			Reset all Filters
PO alert type Priority 0	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
Spares order to check High t	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 Jil
Spares order to check High t	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 Jil
<				<u>></u>
Back Set Ignore • Set Read • Downloa	ad • 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

- 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:

SupplyOn > My Worksp		3 - Miller									Cont	tact Help for this page P
	and the second										<u>com</u>	Hide Search Area
tive filter: Supplyon De		ea recoras	correspond	to your selection in	n the alert monitor.							
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Search Reset						-						✓ Manage ▪
urchase Orders												
SupplyOn Def. View	✓ Manaç											Reset all Filter
PO 🔺			PO Type		PO Document t		Customer Organization		Ord. Off. Name	Ord. Off. Phone	Supplier Planner	
PO-171_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@ A.	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	32	CMN-171_P12
Back Details History	Upload Do	wnload 🕶	Print Relate	ed Documents 👻 🛛 A	ctions - Send E-M	ail Split						
				Clear Selection				50 🗙			First Previous Pa	

- 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'.

y SupplyOn > My Worksp			Cindy									
, seeping in the see	pace > Purchase	e Orders									Con	tact Help for this page Prin
Active filter: Supplyon D Quick Search Advanced S												Hide Search Area
PO Document type	equal to		✓ Kit		Add line	Delete line					My search profiles	
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Purchase Orders												
SupplyOn Def. View	✓ Manage											Reset all Filters
PO 🔺	PO Line	PO SL	РО Туре	PO Sub-Type	PO Document t	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner	Cust. Mat. No.
PO-171_3	010	1	OTHER	-	KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 3	832	CMN-171_P13
PO-171_3	020	<u>1</u>	OTHER	-	KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 3	832	CMN-171_P14
PO-171_3	030	1	OTHER	-	KIT	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 3	832	CMN-171_P15

- 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@ 17	1-SupAirfoil AB - Miller, Cindy							
<pre>/ SupplyOn > My Wor</pre>	space > Purchase Orders > PO Details	S					Contact Help for this p	age P
Order Details for P	: PO-171_3							
PO:	P0-171_3		PO Type:	OTHER		Purchasing Organization: AIRB		
Cust. Group:	trg-TRAINING@ AIRBUS		PO Sub-Type:	-		Purchasing Group: ZSI		
Cust. Org.:	TRGAIRBUK		PO Document type:	кіт		Fulctiasing Gloup. 231		
Supplier Site_City:	trg-airfoilAB_171_Coventry		PO Document type.	NI				
Header Address							Reseta	all Fillers
SupplyOn Def. View		0.4.0% 01.4.4	0.01.01.01.01	Cont Hat Dave	0			
PO Line ERP I	Plant POSL Ord. Off. Name <u>1</u> Judy Jillings	Ord. Off. Phone +44 1179 69 3832	Cust. Mat. No. CMN-171 P13	Cust. Mat. Desc. VERT. COST.15 DEL.	Supp. Mat. No. SMN-171_P13	Supplier Material Description KIT DE COMPOSYSTEM RIG.	Status NEW ORDER PUBLISHED	Un
020 1110	1 Judy Jillings	+44 1179 69 3832	CMN-171 P14	STIFFENER-VERTICAL	SMN-171 P14	RIGIDI, VERT, COSTILLA 15 FW		PC
030 1110	1 Judy Jillings	+44 1179 69 3832	CMN-171 P15	STIFFENER-LATERAL	SMN-171 P15	RIGIDI, LAT, COSTILLA 15 FWD		PC
3 entries: Select :	III <u>Matches on Page</u> <u>Select all Match</u>	es <u>Clear Selection</u>		Entries per page	50 ¥		vious Page 1 of 1 N	

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

trg-TRAINI	NGO 171-Su	pAirfoil AB - Miller, Cindy									
My SupplyOn >	> My Workspac	ce > Purchase Orders > PO Det	tails							Con	tact Help for this page Pr
Order Deta	ails for PO: PO-	-171_3									
PO:		PO-171_3		PO Type:		OTHER		Purchasing Organi	zation: AIRB		
Cust Group:		tro-TRAINING@ AIRBUS		PO Sub-Type:				Purchasing Group	ZSI		
Cust. Org.:		TRGAIRBUK		P0 Document	type:	KIT					
Supplier Site	_City:	trg-airfoilAB_171_Coventry									
Header	Addresses	Header Text Schedule Line	05								
SupplyOn D		V Hanage									Reset all Filters
PO Line	Requested	Requested date Promised	d qua Promised date	Spares priority	Kit Header	Kit Component	Pgm. / MSN	Config. Standard	Config. Version	Config. Option	Elementary Delivery Site
010	1	6 03.09.2011	6 03.09.2011		Yes	No					Filton-Plant
220	1	2 03.09.2011	12 03.09.2011		No	Yes					Filton-Plant
030	1	8 03.09.2011	18 03.09.2011		No	Yes					Filton-Plant
3 entries:	C Select all Mat	tches on Page Select all Ma	oches I <u>Clear Selection</u>			Entries per pag	e 50 ¥			st <u>Previous</u> Pa	ge 1 of 1 Net La



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 O 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':

y SupplyOn > My Worksp	SupAirfoil AB	Orders								Cont	act Help for this page
		Ordel 5								<u></u>	Hide Search Area
tuick Search Advanced S											
Status	✓ equal to		CUSTOMER CHAN	GE ORDE V Add line	Delete line					My search profiles	
Search Reset	Entry Later		admid tooreen and a second second								✓ Manage ▪
Purchase Orders											
SupplyOn Def. View	✓ Manage										Reset all Filte
PO .	PO Line	PO SL P	D Type PO Sub-Typ	e PO Document t.	Cust Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner	Cust. Mat. No.
PO-171_1	090	1 0	THER -	Manual	trg-TRAINING@ A.	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 383	32	CMN-171_P09
		<									
Back Details History	Upload Dow	10000	Related Documents •	Actions • Send E-N	al Split						

- 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.

trg-TRAINING@ 171-	SupAirfoil AB	- Miller	, Cindy									
My SupplyOn > My Works	ace > Purchas	e Orders									Conta	act Help for this page Prin
Active filter: Supplyon D												Hide Search Area
Quick Search Advanced S	Search											
Status	✓ equal to		Y CA	VCELLATION REC	UEST 👻 Add line	Delete line					My search profiles	
Search Reset												▼ Manage ▼
Purchase Orders												
SupplyOn Def. View	✓ Manag	e •										Reset all Filters
PO 🔺	PO Line	PO SL	РО Туре	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 38	32	CMN-171_P10
			<									3
Back Details History	Upload Dov	vnload •	Print Relate	ed Documents - A	ctions - Send E-M	ail Split						
1 entry: Select all Ma	tches on Page	Select		Clear Selection	1		Entries per page	50 💌			First Previous Pag	e 1 of 1 Next Last

- 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:

	filter: Supplyon D earch Advanced S											Hide Search /	
		~			A	dd line Delete line	9				My search profiles		
Searc	ch Reset	- Maria										▼ Manage ▼	
Purch	nase Orders												
Suppl	lyOn Def. View	✓ Manag	e •									Reset all	Filters
PO) 🔺	PO Line	PO SL	РО Туре	PO Sub-Type	PO Document t	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner	Cust
<u>PO</u>	0-009 <u>1</u>	010	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 1	020	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
<u>PO</u>	0-009 1	030	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 1	040	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 1	050	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 1	070	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0.009 1	090	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 1	100	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 2	010	1	OTHER	SPARES	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 2	020	1	OTHER	SPARES	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 3	010	1	OTHER	-	KIT	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 3	020	1	OTHER	÷.	KIT	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 3	030	1	OTHER	a.)	KIT	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 5	010	1	CALLUP		Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832	TR_001_SUPCOD	CMI
PO	-009 5	020	1	CALLUP	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
] <u>PO</u>	-009 5	030	1	CALLUP		Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	0-009 6	010	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832		CMI
PO	-009 6	020	1	•							-		Þ
Back	Details History	Upload - D	ownload •	Print Rela	ted Documents -	Actions • Send E-	Mail Split						

- 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'.

My SupplyOn > My Workspa	ace > Purchase Orders > PO Details						Contact Help for this page Print
Order Details for PO: PO	0-009_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-airfoiISO_009_Coventry 49						
Header Addresses	Header Text Schedule Lines						
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:	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 d	ata						Е
Enter a text here (up to 102	24 characters)						
							×
							T
Back Upload - Downl	load 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.

									Cindy Miller / trg-planner009-s
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast v						NEW ORDER PUBLISHED	<u>10</u>	<u>10</u>	Supplyon Default
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	29	6	23		29	OPEN	1	<u>5</u>	Inventory Projection Configuration
Demand Delta	11	5	6		11	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration
Providence Conference	_	-	-		_	CUSTOMER CHANGE ORDER REQUEST	1	1	
Purchase Orders						CANCELLATION REQUEST	<u>1</u>	1	Summary
Spares order to check	2	2	0	0	2	CANCELLED	0	0	Alert Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	<u>1</u>	2	Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	1	
Non collaborative change	1		1		<u>1</u>	RECEIVED	<u>3</u>	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total	<u>18</u>	<u>24</u>	Supplier Organisation Settings
No goods receipt	3	<u>3</u>	0	0	<u>3</u>				Language
VMI									English V
Stock out: Stock on Hand	0	0			0				English
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				



trg-TRAINING@ 002-Sup	Airfoil SO - Mille	er, Cindy											
My SupplyOn > My Workspace	e > Alert Overview										Conta	ct Help for t	his page Print
Active filter: Supplyon Defau	ult											Hide	Search Area
Quick Search Advanced Sear													
PO:PO alert type	equal to	×	Non collaborative c	hange 🔻		elete line)				Mv sea	rch profiles		
Ignore Supplier			Not ignored	v	_	elete line					-	✓ Manage	•
Inactive since V		~				elete line				E-Mail I	notification		
New/Read Supplier 🗸	equal to	~	New	~	Add line C	elete line							
Search Reset													
PO Alerts (1) Forecas	t Alerts (20) VMI	Alerts (8)	SBI Alerts (3)	MD Alerts	<u>(26)</u>								
SupplyOn Def. View	✓ Manage▼											Re	set all Filters
PO alert type	Priority Cus	t. Gr C.	. ER PO nur	nber	PO L.	Sche	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Ma	at. No.	Supplier Material	PO Type	PO S Spa
Non collaborative change	ge Medium trg-T	rai T	. 1110 <u>PO-00</u>	2 7	010	1	CMN-002_P20	Safety Foam	SMN-00	2_P20	Safety Foam	OTHER	-
•													
Back Set Ignore • Set Rea	ad T Download T P	urchase Ord	ers Send E-Mail										,
				N			Catrian per perso	50 🗸		E 1	t Deview L Base	1 44	Next Last
1 entry: Select all Match	es on Page Sele	ect all Match	Clear Selec	uon			Entries per page	- UC		FILS	t Previous Page	1 011	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 S) - Miller, Cindy							
My SupplyOn > M	<u>y Workspace</u> > <u>Purchas</u>	e Orders > Purchase Order Hi	istory					Contact Help fo	r this page Prir
Purchase Orde	er History								
SupplyOn Def.	View 💙 Mana	ge •						1	Reset all Filters
Change history	for: TECUS/TRGCUST	UK/1110/PO-002_7 010/1 - Ch	anges 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	
Back									
5 entries:			Entries per page	50 🗡			First Previo	us 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'.

Process / Alert Matrix						PO Summary			Judy Jillings / trg-ooc009-so User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
						NEW ORDER PUBLISHED	0	200	Supplyon Default
Forecast 💌						SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Customer to review	0	0	0		0	OPEN	0	100	Inventory Projection Configuration
Supplier to commit	0	<u>120</u>	<u>400</u>		<u>520</u>	SUPPLIER CHANGE ORDER REQUEST	20	20	Inventory Projection Conliguration
Demand Delta	200	<u>100</u>	<u>100</u>		<u>200</u>	CUSTOMER CHANGE ORDER REQUEST	0	20	Summary
Purchase Orders						CANCELLATION REQUEST	0	20	Alert Overview
Spares order to check	0	0	0	0	0	CANCELLED	0	0	
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	40	40	Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	60	60	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	0	40	Customer Site Settings
Non collaborative change	0		0		0	RECEIVED	0	80	Language
Late despatch advice	0	0	0	0	0	Total	<u>120</u>	580	
No goods receipt	80	80	0	0	80				English 👻
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	<u>60</u>	60			<u>60</u>				
Below Min: Projected Stock	<u>60</u>	60			<u>60</u>				
Above Max: Projected Stock	20		20		<u>20</u>				
Despatch Advice 💌									
Draft					0				
Error					0				
Claimed UE					0				

My Workspace Configuration

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



Mr Supplien On > Mr Workspace Configuration Intentor Projection Configuration Mr Workspace Configuration Intentor Projection Configuration Active filter Image: Clear Selection Customer Group: Image: Clear Selection Clear Selection Supplier Group: Clear Selection Supplier Organisation: Customer Organisation: (all) Clear Selection Supplier Organisation: Cust Site (Code): (all) Clear Selection Supplier Site_City: Ord. Off. Name (Code): (all) Clear Selection Supplier Planner Code: Obsplay rows Postimer to review If Clear Selection Image: Postimer to review If Customer to review Image: Purchase Orders If Decomption Image: Purchase Orders					
Active filter Customer Group: Importantine@Customer Qrganisation: Supplier Group: (all) Importantial Supplier Group: Save configuration Customer Organisation: (all) Importantial Supplier Organisation: Importantial Supplier Organisation: Supplier Site_City: Supplier Site_City: Clear Selection Supplier Organisation: Supplier Site_City: Clear Selection Supplier Organisation: Supplier Site_City: Clear Selection Supplier Site_City: Supplier Site_City	My SupplyOn > My Workspace > My Workspace Configuration			Contact E	elp for this page Print
Customer Group: Ivg-TRAINING@ CUSTOMER Supplier Group: (all) Image: Configuration Customer Organisation: (all) Image: Configuration Supplier Organisation: (all) Image: Configuration Customer Organisation: (all) Image: Configuration Supplier Organisation: (all) Image: Configuration Cust Site (Code): (all) Image: Configuration Clear Selection Supplier Ste_City: (all) Image: Configuration Ord. Off. Name (Code): (all) Image: Configuration Supplier Ste_City: (all) Image: Configuration Display rows Clear Selection Supplier Planner Code: (all) Image: Configuration Process / Alert Matrix PO Summary Forecast Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Image: Configuration Supplier State Clear Selection Image: Configuration Image: Configuration Image: Configuration Image: Configuration Display row	My Workspace Configuration Inventory Projection Configuration				
Clear Selection Clear Selection Save computation: Customer Organisation: (all) Clear Selection (all) Cust Site (Code): (all) Clear Selection Supplier Site_City: (all) Ord. Oft. Name (Code): (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Process / Alert Matrix PO Summary Forecast If Supplier Normit If Customer for review If Supplier Acomption Review If Customer for review If Supplier Commit If Customer for review If Supplier Commit If Demand Delta If Orders	Active filter				<u>^</u>
Clear Selection Clear Selection Save computation: Customer Organisation: (all) Clear Selection (all) Cust Site (Code): (all) Clear Selection Supplier Site_City: (all) Ord. Oft. Name (Code): (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Clear Selection Supplier Site_City: (all) Supplier Site_City: (all) Process / Alert Matrix PO Summary Forecast If Supplier Normit If Customer for review If Supplier Acomption Review If Customer for review If Supplier Commit If Customer for review If Supplier Commit If Demand Delta If Orders	Customer Group: trg-TRAINING@ CUSTOMER	Supplier Group:	(all) 🗸		
Clear Selection Clear Selection Cust Site (Code): (all) v Clear Selection Supplier Site_City: (all) Ord. Off. Name (Code): (all) v Clear Selection Supplier Planner Code: (all) V Clear Selection v Display rows Clear Selection v Process / Alert Matrix PO Summary Forecast If Supplier Network V Supplier To review V Supplier To review V Supplier To review V Supplier To review V Supplier Change Code review V Supplier To review V Supplier R CHANGE ORDER REQUEST Durchase Ordere V			Clear Selection	Save configuration	
Cust Site (Code): (all) Clear Selection Clear Selection Ord. Off. Name (Code): (all) (all) Clear Selection Supplier Planner Code: (all) Clear Selection Supplier Planner Code: (all) Clear Selection Display rows Clear Selection Process / Alert Matrix PO Summary Forecast If NEW ORDER PUBLISHED If Customer to review If OPEN If Customer to review If OPEN If Demand Delta If OPEN Durchece Ordere SUPPLIER CCHANGE ORDER REQUEST		Supplier Organisation:	()	Supplyon Default	✓ Manage
Citear Selection Citear Selection Ord. Off. Name (Code): (all) Image: Citear Selection Supplier Planner Code: (all) Image: Citear Selection Display rows Citear Selection (all) Process / Alert Matrix PO Summary Forecast Image: Citear Selection Image: Citear Selection Image: Citear Selection V Supplier Planner Code: (all) V Supplier Selection Image: Citear Selection V Supplier Selection					
Ord. Off. Name (Code): (all) Clear Selection Add Ord. Officer Clear Selection Display rows Clear Selection Clear Selection Process / Alert Matrix PO Summary © Customer to review [7] NEW ORDER PUBLISHED [7] Supplier to commit [7] OPEN [7] Demand Delta [7] SUPPLIER CHANGE ORDER REQUEST		Supplier Site_City:			
Clear Selection Add Ord_Officer Clear Selection Display rows Process / Alert Matrix PO Summary Forecast IF NEW ORDER PUBLISHED IF NEW ORDER PUBLISHED Forecast IF NEW ORDER PUBLISHED IF SUPPLIER ACCEPTED WITH CHANGES IF Supplier to commit IF OPEN IF SUPPLIER ACCEPTED WITH CHANGES IF Demand Delta IF SUPPLIER CHANGE ORDER REQUEST IF SUPPLIER CHANGE ORDER REQUEST		o			
Display rows PO Summary Process / Alert Matrix PO Summary Forecast IF NEW ORDER PUBLISHED Voc Submer to review IF NEW ORDER PUBLISHED Voc Subplier to commit IF OPEN Voc Demand Delta IF OUPDUER CHANGE ORDER REQUEST Durchese Orders IF CUSTOMER CHANGE ORDER REQUEST		Supplier Planner Code:	1		
Process / Alert Matrix PO Summary Forecast IF NEW ORDER PUBLISHED V Customer to review IF SUPPLIER ACCEPTED WITH CHANGES V Supplier to commit IF OPEN V Supplier to commit IF SUPPLIER CHANGE ORDER REQUEST V Demand Delta IF SUPPLIER CHANGE ORDER REQUEST					
Forecast F NEW ORDER PUBLISHED Forecast F SUPPLIER ACCEPTED WITH CHANGES F Customer to review F OPEN F Supplier to commit F OPEN F Demand Delta F SUPPLIER CHANGE ORDER REQUEST F Durchead Orders F CUSTOMER CHANGE ORDER REQUEST					
Sparse order to check CANCELLATION REQUEST Collab. rejected by supplier CANCELLED Collab. rejected by supplier PARTIALLY SHIPPED Collab.orline change PARTIALLY SHIPPED V Collaborative change PARTIALLY RECEIVED V Late despath advice RECEIVED V Conditarcative change Value Value Conditarcative change Value Value Stock out Stock on Hand Value Value Stock out Projected Stock Value Value Back Back	Forecast Gustomer to review Customer to review Customer to review Demand Delta Purchase Orders Collab. rejected by customer Collab. rejected by customer Accepted by customer but penalised Accepted by customer but penalised Accepted by customer but penalised Non collaborative dhange Late despatch advice VM Stock out. Stock on Hand Below Signal: Stock on Hand Below Signal: Stock on Hand Stock out. Projected Stock Stock out. Stock on Hand Stock out. Stock on Hand		⊽ NEW ORDER PUBLISHED ⊽ SUPPLIER ACCEPTED WITH CHANGES ⊽ OPEN ⊽ SUPPLIER CHANGE ORDER REQUEST ⊽ CUSTOMER CHANGE ORDER REQUEST ⊽ CANCELLATION REQUEST ♥ PARTIALLY SHIPPED ♥ PARTIALLY SHIPPED ♥ PARTIALLY RECEIVED ♥ RECEIVED ♥ Total		
Back			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.

ly SupplyOn > My Workspace									Contact Help for this pace
									Judy Jillings / trg-ooc00
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast v						NEW ORDER PUBLISHED	0	200	Comment non collab
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	0	120	400		520	OPEN	0	<u>100</u>	Inventory Projection Configuration
Demand Delta	200	100	100		200	SUPPLIER CHANGE ORDER REQUEST	<u>20</u>	20	0
		100	100			CUSTOMER CHANGE ORDER REQUEST	0	<u>20</u>	Summary
Purchase Orders						CANCELLATION REQUEST	0	20	Alert Overview
Spares order to check	0	0	0	0	0	CANCELLED	0	0	Master Data
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	<u>40</u>	<u>40</u>	Material Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	<u>60</u>	<u>60</u>	
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	0	<u>40</u>	Customer Site Settings
Non collaborative change	0		0		0	RECEIVED	0	80	Language
Late despatch advice	0	0	0	0	0	Total	<u>120</u>	<u>580</u>	English
No goods receipt	<u>80</u>	80	0	0	<u>80</u>				
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		<u>20</u>		20				
Stock out: Projected Stock	<u>60</u>	<u>60</u>			<u>60</u>				
Below Min: Projected Stock	<u>60</u>	<u>60</u>			<u>60</u>				
Above Max: Projected Stock	20		20		20				
Despatch Advice 🔽									
Draft					0				
Error					0				
Claimed UE					0				
Stock Information									

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'.

									Judy Jillings / trg-ooc009
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast v						NEW ORDER PUBLISHED	0	200	Comment non collab
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	0	120	400		520	OPEN	0	<u>100</u>	Inventory Projection Configuration
Demand Delta	200	100	100		200	SUPPLIER CHANGE ORDER REQUEST	20	20	
	10.00 K	100	100			CUSTOMER CHANGE ORDER REQUEST	0	20	Summary
Purchase Orders						CANCELLATION REQUEST	0	<u>20</u>	Alert Overview
Spares order to check	0	0	0	0	0	CANCELLED	0	0	Master Data
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	<u>40</u>	<u>40</u>	Material Manter Data
Collab. rejected by supplier	0		0		0	SHIPPED	<u>60</u>	<u>60</u>	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	0	<u>40</u>	Customer Site Settings
Non collaborative change	0		0		0	RECEIVED	0	80	Language
Late despatch advice	0	0	0	0	0	Total	<u>120</u>	<u>580</u>	English
No goods receipt	<u>80</u>	<u>80</u>	0	0	<u>80</u>				English
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				
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	<u>60</u>	60			<u>60</u>				
Above Max: Projected Stock	<u>20</u>		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.



MrSupphOn > MrWorkspace > Alert Overview	Contact Help for this page Print
Active filter: Comment non collab	Hide Search Area
Quick Search Advanced Search	
PO.PO alert type v equal to v Comment on non-collaborat v Delete line	My search profiles
Ignore Customer V equal to V Not ignored V Delete line	▼ Manage ▼
Inactive since v equal to v Peter line	E-Mail notification
Search Reset	
PO Alerts (2) Eorecast Alerts (300) VMI Alerts (160) SBI Alerts (60) MD Alerts (700)	
SupplyOn Def. View v 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. 1	No. Supplier Material PO Type PO Su Spares
Comment on non-collab Medium trg-airfoilSO_009 55820494 TR 1110 PO-009 7 010 1 CMN-009_P20 Safety Foam SMN-009_F	20 Safety Foam OTHER -
Comment on non-collab Medium trg-airfoilSO_009 55820494 TR 1110 PO-009 6 010 1 CMN-009_P17 Bolt SMN-009_F	P17 Bolt OTHER -
	F
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 V	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 Workspac	ce > Purchase Orders > PO Details					Contact Help for this page
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-airfoiISO_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:				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 da	ita					
We are sorry but we can't a	ccept					
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:

	tive filter: Supplyon Def ick Search Advanced Se										Hide Search Area
	Search Reset	•			A	dd line Delete line	5		My se	arch profiles	▼ Manage ▼
	urchase Orders										
S	upplyOn Def. View	✓ Manag	e 🔻								Reset all Filter
	PO 🔺	PO Line	PO SL	РО Туре	PO Sub-Type	PO Document t	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone
	PO-009 1	<u>010</u>	<u>1</u>	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 1	020	<u>1</u>	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	<u>1</u>	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 1	050	<u>1</u>	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 1	070	<u>1</u>	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 1	<u>090</u>	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 1	<u>100</u>	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 10	<u>010</u>	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 10	020	<u>1</u>	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832
	PO-009 2	<u>010</u>	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	<u>010</u>	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	<u>030</u>	<u>1</u>	< C		1217	to TRANSING O		****	1.12.1000.22	4
В	ack Details History	Upload - D	ownload •	Print Rela	ted Documents -	Actions - Send E-	Mail Split				

- 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 Workspac	<u>e > Purchas</u>	e Orders						Contact H	Help for this page Print
Active filter: Supplyon Defa	ult								Hide Search Area
Quick Search Advanced Sear	rch								
Customer Material Nur	 contains 		 CMN-009_P29 		Delete line		Mv s	earch profiles	
			▼ CMIN-009_P29						Manage 🔻
	*			Add	line Delete line				
Search Reset									
Purchase Orders									
SupplyOn Def. View	✓ Manag	e 🕶							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
PO-009 10	010	1	+44 1179 69 3832🧐		CMN-009 P29	CABIN ATTENDANT SEAT TY	pe E	SMN-009 P29	AIRB7S53#CABIN /
			1						b
Back Details History	Upload - D	ownload •			nd E-Mail Split				
Back Details History	upi0ad • D	ownioad •	Print Related Documer	ILS • ACTIONS • Se	nu c-mail Split				
1 entry: Select all Match	es on Page	Select	all Matches Clear Se	election	Entries per page	50 👻		First Previous Page	1 of 1 Next Last

A pop-up window opens.

Split of Purchase Order Schedu	lle Line P	0-009_10 / 010 / 1				×		
Original SL								
Original Cl	4	Requested quantity	26	Requested date	24.04.2014			
Original SL		Promised quantity	26	Promised date	24.04.2014			
Preview of original and new	Preview of original and new SL after split action							
Please note that the new requ	iested qu	antity of 999999 is just an interi	ms value which will	not apply during the fo	ollowing collaboration steps.			
Changed original SI	4	Requested quantity	26	Requested date	24.04.2014			
Changed original SL		Promised quantity	25	Promised date	24.04.2014			
New OI	0	Requested quantity	999 999	Requested date	24.04.2014			
New SL	2	Promised quantity	1	Promised date	24.04.2014			
	Cancel Save							

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:

<u>My SupplyOn > My Workspace > Purchase Orders > PO Details</u>

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	5		Contact Help for this page Print					
Active filter: Supplyon Default			Hide Search Area					
Quick Search Advanced Search	Quick Search Advanced Search							
Status 👻 equal to	SUPPLIER ACCEPTED WITH Add line D	elete line	My search profiles					
Search Reset			V Manage V					
Purchase Orders								
SupplyOn Def. View V Manage			Reset all Filters					
PO A PO Line PO SL	Status	Unit of Requested Requested date	Promised qua Promised date Spares priority Sales Ord					
PO-009_10 010 1	NT SUPPLIER ACCEPTED WITH CHANGES	PCE 26 24.04.2014	20 24.04.2014					
PO-009_10 010 2	NT SUPPLIER ACCEPTED WITH CHANGES	PCE 999 999 24.04.2014	6 01.05.2014					
	4		4					
Back Details History Upload - Download	Print Related Documents Actions Send E-Mai	l Split						
2 entries: Select all Matches on Page Sel	ect all Matches Clear Selection	Entries per page 50 🗸	First Previous 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:

iy SupplyOII >	My Workspa	ice > Purchase Or	rders > PO Details							Cor	ntact He	p for this page	e Pri
Order Detai	ils for PO: PC	0-009_10											
PO:		PO-009_10		PO Type:	OTHER			Purch	asing Organiza	tion: AIRB			
Cust. Group:		trg-TRAINING@	CUSTOMER	PO Sub-Type:	-			Purch	asing Group:	ZSI			
Cust. Org.:		TRGCUSTUK		PO Document type:	Manual								
Supplier Site_	_City:	trg-airfoilSO_00	9_Coventry 49										
Header /	Addresses	Header Text	Schedule Lines										
SupplyOn D	ef. View	▼ Manage •	-									Reset all F	ilters
PO Line	at. No.	Supplier	Material Description	Status		Unit of	Request	Requested d	Promised q	Promised date	Spare	Sales Order	Kit
<u>010</u>	9 P29	AIRB7S5	3#CABIN ATTENDA	NEW ORDER PUBLISHED		PCE	26	24.04.2014	26	24.04.2014			No
020	<u>9 P30</u>	AIRB7S5	7#CABIN ATTENDA	OPEN		PCE	34	24.04.2014	34	24.04.2014			No
010	9 P29	AIRB7S5	3#CABIN ATTENDA	CANCELLED		PCE	999 999	24.04.2014	999 999	24.04.2014			No
	•			III									
3 entries:	Select all Ma	atches on Page	Select all Matches	Clear Selection	En	tries per pa	age 50	•	Firs	st Previous Pa	age 1	of 1 Next	
J entries.													

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:

trg-TRAINING@ 171-Su	upAirfoil AB - Miller, Cindy							
My SupplyOn > My Workspa	ce > Supplier Organisation Setti	ngs					Contact Help for this	page Print
Desp. Adv. Master Data	Organisation Details	Name	Name 2	Street		01		
Control Point	ID 10009570	trg-TRAINING@ 171		Wilsons Lane Longford M6 J.	Zip code	City Coventry	Country Sierra Leone	
Back Add - Remove	View/Edit							

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

New 'Ship-fr	om' Address	
Name:		ID:
Street:		Postbox:
		Postal Code Postbox:
City:		Zip Code City:
Country:	v	
State:		
VAT-ID:		Tax Number:
DUNS:		Time Zone:
	Cancel	Save



- 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:

trg-TRAINING@ 171-SupAir	foil AB - Miller, Cindy		
My SupplyOn > My Workspace > D	espatch 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 UX/UE weight Unit of Measure:	KG 🗸		
Back Save Undo Changes			

- 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'.



trg-TRAINING@ 171-SupAirf	oil AB - Miller, Cindy		
My SupplyOn > My Workspace > De	espatch Advice Configuration		Contact Help for this page Print
My Workspace Configuration	Inventory Projection Configuration	Despatch Advice Configuration	
Default Settings			
Default Ship-from Location:	Factory site 1	~	
Default Forwarder:	Usual Forwarder 1	*	
Default Transport Mode:	ROAD 🕶		
Default UX/UE weight Unit of Measure:	KG		
Back Save Undo Changes			

- 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:

SupplyOn > My Wo	rkspace > Despatch Adv	ice										Contact Help	for this page P
tive filter: Supplyo	n Default												Hide Search Area
uick Search Advanc													
	~			Add line Delete line							My search profiles		
Search Reset												✓ Mana	sge •
Search Reset													
Create Desp. Adv.	Desp. Adv. Overview												
SupplyOn Def. Viev													Reset all Filte
Cust Group Cu	ust. 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 Da	te Requested
trg-TRAINI TF	RGAIRB 1110		SMN-171_FC4	Assy Pitot Tube Type 5	PO-171_5	030	1	CALLUP		Filton	AIRB_UK_LE_1011	08.08.2011	
trg-TRAINI TF	RGAIRB 1110		SMN-171_P02	AIRB7S14#CABIN ATTE	PO-171_1	020	1	OTHER		Filton	AIRB_UK_LE_1011	08.08.2011	
trg-TRAINI TF	RGAIRB 1110		SMN-171_V1	Support Ramp Bracket 51	VVI01-171	010		VMI_PLA		Filton	AIRB_UK_LE_1011	21.08.2011	
trg-TRAINI TF	RGAIRB 1110		SMN-171_V2	Lever 445x67	VVI02-171	020		VMI_PLA		Filton	AIRB_UK_LE_1011	21.08.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_FC1	TA5070 3X6 TUBE	PO-171_5	010	1	CALLUP		Filton	AIRB_UK_LE_1011	21.08.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_V1	Support Ramp Bracket 51	VVI01-171	010		VMI_PLA		Filton	AIRB_UK_LE_1011	24.08.2011	1
trg-TRAINI TR	RGAIRB 1110		SMN-171_V2	Lever 445x67	VVI02-171	020		VMI_PLA		Filton	AIRB_UK_LE_1011	25.08.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_P07	AIRB7S57#CABIN ATTE	PO-171_1	070	1	OTHER		Filton	AIRB_UK_LE_1011	01.09.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_P10	AIRB7S67#CABIN ATTE	PO-171_1	100	1	OTHER		Filton	AIRB_UK_LE_1011	01.09.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_P05	AIRB7S53#CABIN ATTE	PO-171_1	050	1	OTHER		Filton	AIRB_UK_LE_1011	01.09.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_P04	AIRB7S44#CABIN ATTE	PO-171_1	040	1	OTHER		Filton	AIRB_UK_LE_1011	01.09.2011	
trg-TRAINI TR	RGAIRB 1110		SMN-171_P11	Brake Disc Assy 32"	P0-171_2	010	1	OTHER		Filton	AIRB_UK_LE_1011	02.09.2011	
trg-TRAINI TF	RGAIRB 1110		CMN-171_FC2	Winglet Performance Ve	PO-171_5	020	1	CALLUP		Filton	AIRB_UK_LE_1011	02.09.2011	
trg-TRAINI TF	RGAIRB 1110	1	SMN-171_P12	Brake Disc Assy 34"	PO-171_2	020	1	OTHER		Filton	AIRB_UK_LE_1011	02.09.2011	
trg-TRAINI TF	RGAIRB 1110	1	SMN-171_P14	RIGIDI. VERT. COSTILL	PO-171_3	020	1	OTHER		Filton	AIRB_UK_LE_1011	03.09.2011	
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_P15	RIGIDI. LAT. COSTILLA	PO-171_3	030	1	OTHER		Filton	AIRB_UK_LE_1011	03.09.2011	
trg-TRAINI TF	RGAIRB 1110	1	SMN-171_P03	AIRB7S17#CABIN ATTE	PO-171_1	030	1	OTHER		Filton	AIRB_UK_LE_1011	03.09.2011	
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_P13	KIT DE COMPOSYSTEM	PO-171_3	010	1	OTHER		Filton	AIRB_UK_LE_1011	03.09.2011	
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_P09	AIRB7S62#CABIN ATTE	PO-171_1	090	1	OTHER		Filton	AIRB_UK_LE_1011	14.09.2011	
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_V1	Support Ramp Bracket 51	VVI01-171	010		VMI		Filton	AIRB_UK_LE_1011		
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_V2	Lever 445x67	VVI02-171	020		VMI		Filton	AIRB_UK_LE_1011		
trg-TRAINI TR	RGAIRB 1110	1	SMN-171_V3	Handle 4557	<u>VVI03-171</u>	030		VMI		Filton	AIRB_UK_LE_1011		
<													
Back Send E-Mail	Create Despatch Advice	Related Docur	ments										

- 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.



tr	g-TRAIN	ING@ 171	SupAi	irfoil AB - Mi	ller, Cindy											
My	SupplyOn	> My Works	pace >	Despatch Adv	rice										Contact Help	o for this page Print
		Supplyon														Hide Search Area
Q	uick Search	Advanced	Search													
[Supplier I	laterial Nur	nb 🕶 🛛 c	contains	*	SMN-171_FC	Add line Delete line							My search profiles		
	Search	Reset													✓ Man	age •
	Create De			Adv. Overview												
-	SupplyOn			Manage •												Reset all Filters
					Supplier	Supp. Mat. No. A	Supplier Material Descri TA5070 3X6 TUBE			PO SL	Ordering CALLUP	. Ship-to country	Ship-to city Filton	Final Delivery Location	Requested D: 21.08.2011	
		NI TRG NI TRG				SMN-171_FC1 SMN-171_FC4	Assy Pitot Tube Type 5	P0-171_5 P0-171_5	010	1	CALLUP		Filton	AIRB_UK_LE_1011 AIRB_UK_LE_1011	08.08.2011	100
	j ug-irou	NI 11KG		1110		SMI4-171_PO4	Assy Flot Tube Type 5	<u>F0-171_5</u>	030	1	CALLOF		Fillon	AIRB_OR_LE_1011	00.00.2011	2
	<															>
	Back Ser	nd E-Mail	reate De	espatch Advice	Related Doc	cuments										
1	2 entries:	Select all	Matches	s on Page		tches Clear Selection	1	1	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:

trg-	TRAINING@ 171	-SupAirfoil AB - Miller, C	indy										
My Su	upplyOn > My Work	pace > Despatch Advice > D	espatch Advice Det	tails							<u>c</u>	ontact Help for this	page Print
	ementary Units	Expedition Units Heade	er Data									Paga	t all Filters
	Nu UE number				PO SL			510 A. I.					
	NU UE number 1	UE Status DRAFT	PO / VMI refere PO-171_5	010	1 PO SL	Supp. Mat. No. SMN-171_FC1	Cust. Mat. No. CMN-171_FC1	Fitting Customer	TUBE TA5070 3X	Weight of UE [DA Rem. Qty.	Shipped quanti	Split U
	2	DRAFT	P0-171_5	030	1	SMN-171_FC4	CMN-171_FC4		PITOT TUBE ASS	0	0		
	2	DIGIT	10-1/1_5	030		0000-071_004	Child=171_1 C4		THOT TODE ASS	v		2	
	:												
		xit Validate Save Cance		Desp. Adv. Pr	int • Add Elementary	/ Unit Cancel Elementary	y Unit Split Elementar	y Unit					
Ba		xit Validate Save Cance	l Desp. Adv. Send I	Desp. Adv. Pr	int • Add Elementary	/ Unit Cancel Elementary	y Unit Split Elementar	y 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).

Ele	ementary Units	Expedition	Units	Header Data									
	ipplyOn Def. View	✓ Ma										Res	set all Filters
3	Weight of U	DA Rem. (Qty.	Shipped qu	Split UE	UoM	Serial I	Number B	Batch number	Manufacture d	Expiry Date	Concession n	Certificate
3	0		0	30		PCE	Show /	<u>/ Edit (0)</u>					
3	0		0	30		PCE	Show /	<u>/ Edit (0)</u>					
	4						Add Elementary Unit		111				

- 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										
	serial numbers by entering start value and increment, up to 500 numbers (separated by ;) to the list.									
Serial Number Gene	rator									
Fixed prefix:	SN									
Start value:	1									
Number of values:	100									
Increment:	1									
	Add to list									
Insert Serial Numbe	rs (up to 500)									
Insert here S/Ns (s	eparated by ;) Add to list									
Serial Numbers (0 a	Iready created)									
No.	Serial Number									
1	Click here to enter S/N manually									
Delete										
Apply C	ancel									

- 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 Numl	bers for Elementary Unit No. 0
	enerate serial numbers by entering start value and increment, & paste up to 500 numbers (separated by ;) to the list.
Serial Number	Generator
Fixed prefix:	
Start value:	
Number of valu	Jes:
Increment:	
	Add to list
Insert Serial N	umbers (up to 500)
Insert here S/	Ns (separated by ;) Add to list
Serial Number	s (100 already created)
No.	Serial Number
98	SN98
99	SN99
100	SN100
101	Click here to enter S/N manually
Delete	
Apply	Cancel

• 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	or Elementary Unit No. 0
	serial numbers by entering start value and increment, up to 500 numbers (separated by ;) to the list.
Serial Number Gene	rator
Fixed prefix:	
Start value:	
Number of values:	
Increment:	
	Add to list
Insert Serial Numbe	rs (up to 500)
SN001;SN002	Add to list
Serial Numbers (0 a	ready created)
No.	Serial Number
1	Click here to enter S/N manually
Delete	
Apply Ca	ancel

- 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.



trg-TRAINING® 171-SupAirfe	oil AB - Miller, C	indy									
My SupplyOn > My Workspace > De			alls							9	infact Help for this page Pri
Elementary Units Expedition	n Units Heade	r Data									
SupplyOn Def. Vie	Warad -										Reset all Filters
Nu UE number	UE Status	PO / Vtill refere	PO Line	PO SL	Supp. Mat. No.	Cust Mat No.	Fitting Customer	Cust Mat Desc.	Weight of UE [DA Rem. Qty.	Shipped quant
E 1	DRAFT	PO-171_5	010	1	SMN-171_FC1	CMIN-171_FC1		TUBE TA5070 3X	0	0	100
2	DRAFT	PO-171_5	030	1	SMN-171_FC4	CMIN-171_FC4		PITOT TUBE ASS	0	0	2
Back Send E-Mail Exit Valde		Deep Adv. Groups		Lass Banadara II	and Connect Discourses	Test Free Free and					0
Back Send E-IVal EXE Valde	are save Cancel	Desp. Adv. Send D	esp. Adv. Prvit •	Also Elementary U	cancel Elementary	unit spit Elementary	y 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									
UX number* UX State UX Weight [KG] Number of UE	UX Function:			PO / VMI refere	PO Line	PO SL	Customer Mate.	Fitting Custom	
	Create UX			PO-171_5	010	1	CMN-171_FC1		TUBE TA5070
	Delete UX		2	PO-171_5	030	1	CMN-171_FC4		PITOT TUBE A
	UE Function:								
	< Add Remove >								
	Remove >								
	< Add all								
	Remove all >								
	Remove any								
	Special								
	1 UX per UE								
		<							>
Back, Send E-Mail Ext Validate Save Cancel Desp. Adv. Send Desp. Adv. Print •									



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.

	S@ 171-SupAirfoil AB - ly Workspace > Despatch A			ils								Contact Help	for this page Prin
Elementary U	nber* UX Sta		JX Weight [KG]	Number of UE			UX Function:	No.	PO / VMI refere PC	Line PO	SL Custon	ner Mate Fitting Custor	n Customer Mat
A TRGUX No. 1 1 2	1110000172 DRAFT UE.number* TRGUE1110000173 TRGUE1110000174		0 PO/VMI refere PO-171_5 PO-171_5	010	2 PO SL 1	Customer Mati CNN-171_FC1 CMN-171_FC4	Create UX Delete UX						
Back Send E	E-Mail Exit Validate Sav	e Cancel De	esp. Adv. Send D	esp. Adv. Pri	ıt ▼	>		<		en la companya de la			

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-SupAirfoi	l AB - Miller, Cindy						
My SupplyOn > My Workspace >	Despatch Advice > Despatch Advi	ce Details					Contact Help for this page Print
Your changes were successf	ully saved.						
Elementary Units Expedit Despatch advice header data	tion Units Header Data						
Desp. Adv. ID*:	20		sport Doc.*:	1234567		Customer Group:	trg-TRAINING@ AIRBUS
DA status:	DRAFT	Trans	sport Mode*:	ROAD 🗸		Supplier Local Number:	55820494
DA error status:		DA cr	reation mode:	1		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-Sup	Airfoil AB		Usual Forwarder 1	
Street: New Filton House			Wilsons Lane Longford I	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 Va	lidate 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.

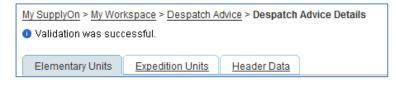
• Click on the 'Validate' button to check if there are errors in the Despatch Advice.

My SupplyOn > My Worl	kspace > Despatch Advice > Despatch Advice Details
A Missing manufactur	e date: Please declare the manufacture date. (Despatch Advice Number 1)
Γ)	
Elementary Units	Expedition Units Header Data
Despatch advice head	ler 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.'



- 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		Sender
TRAINING AIRBUS UK Limite	d Log-Entry 2	Supplier Airfoil Ltd. 200
New Filton House BS99 7AR Filton		Wilsons Lane Longford M6 Junction 3 CV6 6HL Coventry 49 United Kingdom
Final Delivery Location	Number of UE 2	Despatch Advice No.
	Gross Weight (kg)	243
AIRB_UK_LE_1011	0,000	Declaration of Conformity No.
Call-up Number (or Order/Line Nur	mber)	-
Product Reference		
Quantity		Expiry Date
Serial No. or Batch No.		Manufacture Date
Package No.		
UX		
		022380000001020002
L		

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.

trg-TRAINING@ 172-SupAirfoil AB - 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 v equal to v	Late despatch advice 🗸	Delete line		My search profiles
	Notignored 🗸	Delete line		V Manage V
Inactive since v equal to v		Delete line		E-Mail notification
		Delete line		
Search Reset				
Search Reset				
PO Alerts (1) Forecast Alerts (20) VMI Alerts (6)) SBI Alerts (3) MD Alerts (20)			
SupplyOn Def. View 👻 Manage •				Reset all Filters
PO alert type Priority Cust. Gro C	Cu ERP PO number PO S	S Cust. Mat. No. Cust. Mat. Desc.	Supp. Mat. No. Supplier Material PO Typ	e PO Su Spares PO Status Ord. Off
Late despatch advice High trg-TRAIN T	rR 1110 PO-172_5 010	1 CMN-172_FC1 TUBE TA5070 3X6 B	WA SMN-172_FC1 TA5070 3X6 TUBE CALLU	P - NEW ORDER PUBLISH Judy Jil
				<u>></u>
Back Set Ignore • Set Read • Download • Purchas				
1 entry: Select all Matches on Page Select all Matc	thes Clear Selection	Entries per pag	e 50 🗸	First Previous Page 1 of 1 Next Last

• Click on the 'Purchase Orders' button.



You should see the following screen:

	iller, Cindy					-				
ly SupplyOn > My Workspace > Purchase On									Cont	act Help for this page Pri
Active filter: Supplyon Default/ Displayed red	cords correspond to ye	our selection in the a	alert monitor.							Hide Search Area
Quick Search Advanced Search										
~		Add line	e Delete line						My search profiles	
Search Reset										✓ Manage ▼
Purchase Orders										
SupplyOn Def. View V Manage •										Reset all Filters
		PO Sub-Type PO I				ERP Plant	Ord. Off. Name	Ord. Off. Phone		
PO-172_5 010 1	CALLUP	- Man	iual t	trg-TRAINING@ A	trg-TRAINING@ AIRBU	1110	Judy Jillings	+44 1179 69 38	332	CMN-172_FC1
Back Details History Upload Downloa	<	ocuments • Actions	Send E-Mail	Сору						

- 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:

ly Supp	plyOn > <u>My Worksp</u>	ace > Desp	atch Ad	vice								Contact Help for this page	
	filter: Supplyon De Search Advanced S											Hide Search Are	28
Sear		v v			Add line Delete line						My search profiles	✓ Manage ✓	
_	ite Desp. Adv.	Desp. Adv.	Overview									Reset all Fil	ilters
	esp. Adv. ID 🔺			Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust Group	Cust. Org.	ERP Plant	Ship-to Nai	me 1	Final Delivery Location	
	-009 1	DA		SENT	Despatan danse Entron status	Sidilled OL	trg-TRAININ	TRGCUST			CUSTOMER UK	CUST_UK_LE_1011	
	-009 4			SENT			trg-TRAININ				CUSTOMER UK	CUST_UK_LE_1011	
	-009 5			SENT			trg-TRAININ				CUSTOMER UK	CUST_UK_LE_1011	
< [Back	Send E-Mail De	tails Valid	ate Car	icel Desp. Adv. Send Desp. A	₩ Adv. Unlock DA Print + Upload De	sp. Adv. Dow	nload 🗸						
3 enti	ries: <u>Select all M</u>	latches on F	Page	Select all Matches Clear	Selection	Entr	ies per page	50 🗸			First Previous	Page 1 of 1 Next	

- 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:

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. Oty.		on Units Header Data	4									
	yOn Def. View 🗸	Manage									Reset	all Filte
1 TRGUE1110000009 SENT PC-009_1 020 1 SMN-009_P02 CMN-009_P02 CABIN ATTENDA 160 :) / VMI reference	PO Line	PO SL			Fitting Customer		Weight of UE [Ship
	1 TRGUE1110000009	SENT PC	0-009_1	020	1	SMN-009_P02	CMN-009_P02		CABIN ATTENDA	160	24	

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:

entary Units Expedition		er Data									
	lanage 🔻									Reset	all Filte
UE number	UE Status	PO / VMI reference	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer		Weight of UE [DA Rem. Qty.	Shipp
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 - M	liller, Cindy						
ly SupplyOn > <u>My Works</u> Active filter: Supplyon L Quick Search Advanced	Default	nation					Con	tact Help for this page Hide Search Area
Data Type Search Reset	✓ not equal to	✓ Stockle	vel	✓ Add line Delete	<u>line</u>		My search profiles	▼ Manage ▼
Stock Information								
Stock Movements	▼ Manage •							Reset all Filte
Cust. Group	Cust. Org.	ERP Plant	Supp.Loc.No.	Supp. Mat. No.	Supplier Material	Material Document N Movement	Type Movement Code	Movement Code Desc.
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br	2011_54000-171_11	261	CONSUMPTION
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P03	AIRB7S17#CABI	2011_54000-171_10	102	CANCELLED
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_10	261	CONSUMPTION
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P02	AIRB7S14#CABI	2011_54000-171_10	122	RETURNED
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_10	261	CONSUMPTION
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_11	261	CONSUMPTION
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P01	AIRB5S12#CABI	2011_54000-171_10 +	101	RECEIVED
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_11	261	CONSUMPTION
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br	2011_54000-171_10	261	CONSUMPTION
•		III						
Back Related Docume	ents History - Dov	vnload 👻 Send E-Mail						
9 entries: Select all	Matches on Page	Select all Matches	Clear Selection		Entries per page	10 🗸	First Previous Pa	ge 1 of 1 Next La

- 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-Su	ıpAirfoil AB	- Miller, Cindy						
My SupplyOn > My Workspac	ce > Purchase	e Orders > <u>PO Details</u> > PO I	ine 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:	OTHE	R	Purchasing Organization:	AIRB	
Cust. Group:	trg-TRAININ	G@ AIRBUS	PO Sub-Type:	-		Purchasing Group:	ZSI	
Cust. Org.:	TRGAIRBUN	<	PO Document type:	Manu	al			
Supplier Site_City:	trg-airfoilAB	_171_Coventry						
Line data Addresses	Line Text	Collaboration Details						
Quantities and dates								^
Status:	RE	CEIVED			Unit of Measure:	PCE		
Requested quantity:	44				Promised quantity:	44		
Requested date:	01	.12.2011			Promised date:	01.12.2011		
Last Agreed Requested Qu	uantity: 44				Last Agreed Promised Quantity:	44		
Last Agreed Requested Da	ate: 01	.12.2011			Last Agreed Promised Date:	01.12.2011		
Shipment and Delivery								
Shipped Quantity:	44				Last GR No.:	<u>427299</u>		
Remaining Quantity to be S	Shipped: 0	_			Last GR Date:	07.11.2011		
Received Quantity:	44				Final Delivery Flag:	No		
Remaining Quantity to be F	Received: 0							
Additional collaboration da	ata							=
Comment					Supplier Acknowledgment Number			-
Price								
Price:	16	5.45			Currency:	GBP		
Price Unit:	1				Price unit of measure:	1		
Quantity Conversion Nume	erator: 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 Numb	ier:				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 F	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.

SupplyOn Services Administration Log Out						SUPPLYON)		
rg-TRAINING@ 009-SupAirfoil SO - Miller, Cindy						Ŭ			
<u>y SupplyOn</u> > My Workspace									Contact Help for this page
									Cindy Miller / trg-planner009-se
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast 🖓						NEW ORDER PUBLISHED	<u>10</u>	<u>10</u>	Supplyon Default 🗸
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	29	6	23		29	OPEN	<u>1</u>	<u>5</u>	Inventory Projection Configuration
Demand Delta	11	5	6		11	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration
		2	~		<u></u>	CUSTOMER CHANGE ORDER REQUEST	<u>1</u>	1	
Purchase Orders						CANCELLATION REQUEST	<u>1</u>	1	Summary
Spares order to check	2	2	0	0	2	CANCELLED	0	0	Alert Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	<u>1</u>	<u>1</u>	Material Master Data
Non collaborative change	<u>1</u>		<u>1</u>		1	RECEIVED	<u>3</u>	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total	<u>18</u>	<u>24</u>	Supplier Organisation Settings
No goods receipt	<u>3</u>	3	0	0	<u>3</u>				Language
VMI									
Stock out: Stock on Hand	0	0			0				English
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								



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

SupplyOn > <u>My Works</u> tive filter: Supplyon tick Search Advanced	Default	ise Orders								<u>!</u>	Contact Help for this Hide Se	arch Area
Status NewForSup.	 equal to equal to 		✓ RE✓ YE	CEIVED	✓ ✓ Add line	<u>Delete line</u> <u>Delete line</u>				My search profiles	▼ Manage ▼	
Search Reset												
Purchase Orders SupplyOn Def. View	✓ Mana	ge •									Rese	t all Filter
PO 🔺	PO Line	PO SL	РО Туре	PO Sub-Type	PO Document t	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🧐		CMN-0
PO-009 6	020	1	OTHER	-	Manual	trg-TRAINING@ C	. trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832🧐		CMN-0
PO-009 7	020	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	1110	Judy Jillings	+44 1179 69 3832🧐		CMN-
Back Details Histor	y Upload -	Download •	Print Re	III	Actions - Send E-	-Mail Copy						
entries: Select all	Matches on Pa						Entries per page 50	~			Page 1 of 1	

- 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:

Purchase O	order History								
SupplyOn D	Def. View 🗸 Ma	anage 🔻						Reset a	all Filte
Change hist	ory for: TEAIR/TRGAIRE	BUK/1110/PO-123_1 010/1	- Changes from 16.08.2010	to 16.08.201	1 💽 Search				
hange-ID	Timestamp 🔻	Field	Old value	New value	User's name	User ID	Action	Source	
L-135440	13.08.2011 09:13	Received Quantity	0	44	SYSTEM	SYSTEM	Modified	Stock Movement	
L-135440	13.08.2011 09:13	Shipped Quantity	0	44	SYSTEM	SYSTEM	Modified	Stock Movement	
L-135440	13.08.2011 09:13	Status	NEW ORDER PUBLI	RECEIVED	SYSTEM	SYSTEM	Modified	Stock Movement	
Back									



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.

SupplyOn Services Administration Log Out						SUPPLY			
trg-TRAINING@ 009-SupAirfoil SO - Miller, Cindy									Contact Help for this page Print
<u>My SupplyOn</u> > My Workspace									Cindy Miller / trg-planner009-so
Process / Alert Matrix						PO Summary			User Configuration
PIOCess / Alert matrix	New	High	Med	Low	Total	Status	New	Total	
	INGM	nigii	Med	LOW	TUtal	NEW ORDER PUBLISHED	<u>10</u>		Active filter Supplyon Default
Forecast 👻						SUPPLIER ACCEPTED WITH CHANGES	0	<u>10</u> 0	My Workspace Configuration
Customer to review	0	0	0		0	OPEN	1	5	
Supplier to commit	<u>29</u>	<u>6</u>	<u>23</u>		<u>29</u>	SUPPLIER CHANGE ORDER REQUEST	0	1	Inventory Projection Configuration
Demand Delta	<u>11</u>	<u>5</u>	<u>6</u>		<u>11</u>	CUSTOMER CHANGE ORDER REQUEST	1	1	Despatch Advice Configuration
Purchase Orders						CANCELLATION REQUEST	1	1	Summary
Spares order to check	2	2	0	0	2	CANCELLED	0	0	Alert Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	1	Material Master Data
Non collaborative change	1		<u>1</u>		1	RECEIVED	3	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total	<u>18</u>	24	Supplier Organisation Settings
No goods receipt	3	<u>3</u>	0	0	3				Language
VMI									English
Stock out: Stock on Hand	0	0			0				English
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			<u>3</u>				
Below Min: Projected Stock	3	<u>3</u>			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)	<u>3</u>			<u>3</u>	<u>3</u>				
Material Master Data									
New material created	<u>30</u>								
Updated VMI parameters	0								-

- 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.



ctive filter: Supplyon Defe		e Orders d records		o your selection in	the alert monitor.						Contact Help for this Hide Se	earch Area
vick Search Advanced Sea	▼			Δ	dd line Delete line	2				My search profiles	▼ Manage ▼	
Purchase Orders												
SupplyOn Def. View	✓ Manage	•									Rese	et all Filter
P0 🔺	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. M
PO-009 1	020	1	OTHER	-	Manual	trg-TRAINING@ C	trg-TRAINING@ CUSTO	. 1110	Judy Jillings	+44 1179 69 3832🤡		CMN-0
Back Details History	Upload - Do	swnload •	4 Print Relation	III ed Documents •	Actions • Send E-	Mail Copy						

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

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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Index of Questions for Self Billing exercises

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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:

trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy					
My SupplyOn > My Workspace > Self Billing Invoice Overview				<u>C(</u>	intact Help for this page Print
Active filter: Supplyon Default					Hide Search Area
Quick Search Advanced Search					
×	Add line Delete line			My search profiles	
Search Reset					✓ Manage ▼
Self Billing Invoice Overview					
SupplyOn Def. View V Manage •					Reset all Filters
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 TRGAIRBU		GBP 14.10.2011	684.00 134.06	818.06 New	GBP
trg-TRAINING@ AIR trg-TRAINING@ AIR TRGAIRBU	JK 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 TRGAIRBU	JK BA01_2011_17100 15.08.2011	GBP 14.10.2011	2 188.50 428.95	2 617.45 New	GBP
Back Send E-Mail Details Set Read - Download - Pr	int				
3 entries: Select all Matches on Page Select all Match	Clear Selection	Entries per page	50 🛩	<u>First</u> <u>Previous</u> F	age 1 of 1 Next Last

 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 consignement 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).

SupplyOn Services Administration Log Out						SUPPLY	ÓN)		
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<u>y SupplyOn</u> > My Workspace									Contact Help for this page
									Cindy Miller / trg-planner009-se
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast 👻						NEW ORDER PUBLISHED	<u>10</u>	<u>10</u>	Supplyon Default 🗸
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	29	6	23		29	OPEN	1	<u>5</u>	Inventory Projection Configuration
Demand Delta	11	5	6		11	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration
		-	-			CUSTOMER CHANGE ORDER REQUEST	1	1	
Purchase Orders						CANCELLATION REQUEST	<u>1</u>	1	Summary
Spares order to check	2	2	0	0	2	CANCELLED	0	0	Alert Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	<u>1</u>	<u>1</u>	
Non collaborative change	1		1	-	1	RECEIVED	3	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total	<u>18</u>	<u>24</u>	Supplier Organisation Settings
No goods receipt	3	3	0	0	3				Language
VMI									English
Stock out: Stock on Hand	0	0			0				English
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	<u>3</u>	3			<u>3</u>				
Above Max: Projected Stock	1		<u>1</u>		1				
Despatch Advice									
Draft					0				
Error					0				
Claimed UE					0				
Stock Information v									
Self Billing Invoice									
Unread SBI (by supplier)	3			3	3				
Material Master Data									
New material created	30								
Updated VMI parameters	0								



You should see the following screen:

trg-TRAINING@ 171-SupAirfoil AB -	Miller, Cindy				
<u>My SupplyOn</u> > <u>My Workspace</u> > Supplier O	organisation Settings				Contact Help for this page Print
Desp. Adv. Master Data Organisatio	on Details				
Organisation trg-TRAINING@ 171-SupAir	foil AB				
Master Data Supplier Organisation					
Supplier Group	trg-TRAINING@ SupAirfoil AB				
Organisation Name	TRGAIRF171AB 2031079				
Organisation ID VMI Parameters	Supp. Org. Specific	AirSupply Default		Supp. Org. Specific	AirSupply Default
			Period for VMI Alert Occurence and		
Day Buckets	14	14	Planned Receipts (in days)	45	150
Week Buckets	11	11	Offset	0	0
Month Buckets	24	24			
VMI Planned Receipts Quantity Control	Supp. Org. Specific	AirSupply Default			
Reorder Quantity Factor	80	80			
Reorder Point Factor	80	80			
Forecast Control	Supp. Org. Specific	AirSupply Default			
Auto-commit-enter-flex activation					
		Back Save U	ndo 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 Occurence 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-TRAIN	ING@ 171-SupAirfoil AB - Miller, Cindy	
	> I/y Workspace > Inventory Projection Configuration	Contact Help for this page Print
my Supplyon	<u>my tronspace</u> > intentory projection compliandon	
My Works	pace Configuration Inventory Projection Configuration Despatch Advice Configuration	
	Take commonweath methody i rejection commonweath <u>Exception returned commonweath</u>	
c	Use default values as defined in Site Settings (for customer users) or Organisation Settings (for supplier users).	
c		
	Daily 14 Day(s) (Minimum)	
	Veekly 11 Week(s) (Maximum)	
	Vectory (Mediania)	
	Offset 0 Day(s)	
	ptional Key Figures in Inventory Projection Table	
V	Inventory Thresholds (IIIn, Max)	
र	Delivery Proposals (Min, Max) Average Demand	
	werage Uemana ditional Information	
N N	Display of legend Expand material details	
	Lugard material deals	
(•	remony projection scient (minut) Expand Diagram and Table	
°.	Expand bagram	
0	Expand table	
	able for Multisourcing Scenario (initia)	
V	Erpand multisourcing view	
14.		
	Back Save Undo Changes	
C		

- 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.

SupplyOn Services Administration Log Out						SUPPLY			
trg-TRAINING@ 009-SupAirfoil SO - Miller, Cindy									
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 v						NEW ORDER PUBLISHED	<u>10</u>	<u>10</u>	Supplyon Default
Customer to review	0	0	0		0	SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Supplier to commit	29	6	23		29	OPEN	<u>1</u>	5	Inventory Projection Configuration
Demand Delta	11	5	6		11	SUPPLIER CHANGE ORDER REQUEST	0	1	Despatch Advice Configuration
Purchase Orders						CUSTOMER CHANGE ORDER REQUEST	1	1	Summary
Spares order to check	0	0	0	0	0	CANCELLATION REQUEST	1	1	
	2 0	2	0	0	2	CANCELLED	0	0	<u>Alert Overview</u>
Collab. rejected by customer Collab. rejected by supplier	0		0		0	PARTIALLY SHIPPED SHIPPED	1	2 0	Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	1	Material Master Data
Non collaborative change	1		1		1	RECEIVED	3	3	Desp. Adv. Settings
Late despatch advice	0	0	0	0	0	Total	<u>18</u>	24	
No goods receipt	3	3	0	0	3	Total	10	24	Supplier Organisation Settings
	-		-	-	-				Language
VMI									English 👻
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	0	<u>1</u>		1				
Stock out: Projected Stock Below Min: Projected Stock	3	3			3				
	<u>3</u> 1	3	4		<u>3</u> 1				
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	<u>30</u>								
Updated VMI parameters	0								-



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

l <u>y SupplyOn</u> > I	My Workspa	ice > /	Alert Overview									<u>c</u>	Contact Help for this p	
Active filter: Se													Hide Sean	ch Area
Quick Search 4	Advanced Se	arch												
VMI:VMI alert	t type	▼ e	qual to	~	Projected Stock toda	ay: Stock 🗸	Delete li	ne				My search profiles		
VMI:VMI alert	t type	▼ e	qual to	*	Projected Stock toda	ay: Below 🗸	Delete li	ne					✓ Manage ▼	
VMI:VMI alert	t type	▼ e	qual to	*	Projected Stock: Be	ow zero 🗸	Delete li	ne				E-Mail notification		
Ignore Supp	lier	▼ e	qual to	v	Notignored	~	Delete li	ne						
Inactive sinc			qual to	~			Add line Delete li	ne						
Search Re							-							
Courter 110														
PO Alerts (24	D Eorer	nact Al	erts (46) VM	I Alerts (3	3) SBI Alerts (3)	MD Ale	rte (30)							
SupplyOn De			Manage •	i viterto (c	J/ <u>ODI/Mena (a)</u>	MD MC	10 (00)						Reset	all Filters
		Priority		0	q. ERP Plant Inven		0	Cust. Mat. No.	Cust Mat Desc.	Supp. Mat. No.	Our all as Mate	rial Ord. Off. Name	Ord. Off. Phone	
VMI alert ty Below zero		rionty Iigh	trg-TRAINI		-		26.11.2013 23:59		Lever 445	Supp. Mat. No. SMN-009 V2	Supplier Mate Lever 445x67	Judy Jillings	+44 1179 69 3832	Supp
-	p: Proje H	-	trg-TRAINI				06.11.2013 23:59		Handle Fixture long		Handle 4557	Judy Jillings	+44 1179 69 3832	
	p: Proje H	-	trg-TRAINI				29.01.2014 23:59		Support Bracket	SMN-009 V1	Support Ram		+44 1179 69 3832	•
-		-	-											
•	11	_	1				III							
Back Set Ig	nore - Set	Read	 Download - 	inventory	y Projection Send E-N	ail								
3 entries: S	Select all Ma	atches	on Page Sel		tches Clear Sele	tion		Entries	s per page 50 🗸			First Previous	Page 1 of 1	lext La

- 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.



upplyOn > My Workspace > VMI > Inventory F entory Projection for AIR1, Material SMN-171										Contact	Help for this page
entory Projection for AIR1, Material SMN-17	1_V2 (Lever 445x67)										
	-										
	0										
	0										
able											
able wentory Start 💌	initial 810	2011-08-16 620	2011-08-17 620	2011-08-18 520	2011-08-19 520	2011-08-20 520	2011-08-21 520	2011-08-22 830	2011-08-23 830	2011-08-24 830	2011-08-25 830
n-Transit Quantities 🗵	0	020	020	0	0	0	0	030	0	0	030
lanned Receipts 🗵	0	0	0	0	0	0	400	0	0	0	100
emand 💌	190	0	100	0	0	0	90	0	0	0	140
inconsumed demands	190	0	100	0	0	0	90	0	0	0	140
rojected Stock	620	620	520	520	520	520	830	830	830	830	790
lin. Inventory	600	600	600	600	600	600	600	600	600	600	600
lax. Inventory	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300
lin. Delivery	0	0	80	80	80	80	0	0	0	0	0
lax. Delivery	680	680	780	780	780	780	470	470	470	470	510
aterial Details	<	III	J								>
aterial Details											
	Stock 0	ustomer Cor		MI Reference				VVI02-171	Update Timestamp		
otal available	<u>810</u>	0		atest Despatch A atest Despatch A		Pacaint		-	Inventory ③ Demand		2011 09:20:46 2011 23:00:00
Inrestricted Juality	810 150	0	810 150	atest bespaten A	uvice with boots i	receibr			Despatch Advice	15.00.	2011 23:00:00
locked	0	0		afety Stock Calc.	Method		Av <u>c</u>	J. Demand	Goods Receipt		
linimum Inventory		600 PC	E F	ounding Delivery	Quantity			10	VMI UoM		PCE
flaximum Inventory coverage (Day(s))	25.1 with in-transit / 2	1 300 PC 5.1 without in-trans		linimum Delivery (Quantity			20	VMI Transportation	Time	12 hour(s)
egend OK Above Max.	Under Min. Stock		at the end of ne buckets	In-Transit Quantities	Planned Recei	ots Negative Proj. Stock	Max. Inventory	Ir	Min.	VMI Transp	ortation Time
			Pr	ck Master Data	Configure View S	ad E Mail					

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.

ОК	Abov	e Max.	Under Min.	Stock Out	
Status symbol		Descrip	otion		
ок		minim	um and the m	k at the end of naximum agre I < Projected S	
Above Max.		maxin	rojected Stocl num level. cted Stock > N		f the bucket is above agreed
Under Min.				k at the end of jected Stock <	<i>the bucket is below the agreed MIN.</i>
Stock Out		The Pl Stock		k at the end b	ucket is zero or negative. Projected

Q12. What do the following statuses of Projected Stock mean?



9.4 VMI_Scenario 3: Manage Planned Receipts

This scenario shows how it is possible to simulate Planned Receipts.

- trg-TRAINING@ 171-SupAirfoil AB Miller, Cindy Contact | Help for this page | Print My SupplyOn > My Workspace > VMI > Inventory Projection Inventory Projection for AIR1, Material SMN-171_V2 (Lever 445x67) Table 2011-08-16 -08-17 2011-08-18 2011-08-19 2011-08-21 2011-08-22 2011-08-23 2011-08-24 08-25 nitial 2011-08-20 Inventory Start 💌 620 810 520 830 In-Transit Quantities 포 100 <u>140</u> 140 Planned Receipts 👻 Demand 👻 400 190 <u>100</u> <u>90</u> 90 Unconsumed demands 190 100 Projected Stock 790 Min. Inventory 600 1 300 600 600 1 300 600 1 300 600 1 300 1 300 1 300 1 300 1 300 1 300 1 300 1 300 Max. Inventory Min. Deliverv 80 80 80 80 510 Max. Delivery 680 680 780 780 780 780 470 470 470 470 Material Details Update Timestamps Inventory Demand Despatch Advice Goods Receipt VMI Reference Latest Despatch Advice Latest Despatch Advice with Goods Receipt <u>W102-171</u> tock 13.08.2011 09:20:46 19.08.2011 23:00:00 Total availabl Unrestricted Quality Blocked 810 810 150 Avg. Demand Safety Stock Calc. Method 600 PCE 1 300 PCE 25.1 with in-transit / 25.1 without in-transit Minimum Inventory Maximum Inventory Coverage (Day(s)) Rounding Delivery Quantity Minimum Delivery Quantity 10 20 VMI UoM VMI Transportation Time PCE 12 hour(s) Negative Proj. Stock Max. ____ Inventory Min. ____ Inventory VMI Transportation Time Above Max Planned Receipts Legend ок nventor the tin Back Master Data Configure View Send E-Mail
- 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'.



-TRAINING@ 171-SupAirfoi supplyOn > My Workspace > VMI											Contact L He	Ip for this page
uppiyon > my workspace > vmi	 Inventory Pro 	jecuon									<u>contact</u> (<u>in</u>	ip for this page (
entory Projection for AIR1, Mate	rial SMN-171_V	2 (Lever 445x67)										
	0.											
	0.											
able wentory Start 💌		initial 810	2011-08-16 620	2011-08-17	2011-08-18 520	2011-08-19 520	2011-08-20 520	2011-08-21 520	2011-08-22 830	2011-08-23 830	2011-08-24 830	2011-08-25
-Transit Quantities 💌		0	020	620	520	520	520	520	0.00	0	0	830
lanned Receipts Simula		0	100	0	0	0	0	400	0	0	0	100
emand 🗵	0	190	0	100	0	0	0	90	0	0	0	140
nconsumed demar Gener	ate	190	0	100	0	0	0	90	0	0	0	140
rojected Stock Save		620	620	520	520	520	520	830	830	830	830	790
in. Inventory		600	600	600	600	600	600	600	600	600	600	600
ax. Inventory		1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300
lin. Delivery		0 680	0 680	80 780	80 780	80 780	80 780	0 470	0 470	470	0 470	510
lax. Delivery		080	080	780	780	780	780	470	470	470	470	510
aterial Details												
		Stock Cu		ignment V	MI Reference			10	/102-171 U	pdate Timestamps		
otal available		810	Istomer Cons		atest Despatch Ad	Mice		<u>.</u> .		iventory (1)		11 09:20:46
Inrestricted		<u>810</u>	0	810 Li	atest Despatch Ad	Mice with Goods R	eceipt			emand	19.08.20	11 23:00:00
luality locked		150 0	0	150 0 Si	afety Stock Calc. I	Method		Avra		espatch Advice oods Receipt		
linimum Inventory			600 PCE		ounding Delivery (MI UoM		PCE
aximum Inventory		5.1 with in-transit / 25	1 300 PCE	м	linimum Delivery C	Juantity			20 V	MI Transportation	fime	12 hour(s)
overage (Day(s))	2	5.1 With In-transit/25	. I without in-transit									
								_				
egend OK At	bove Max. U	Inder Min. Stock		at the end of		Planned Receip	ts Negative	Max.		Min.	VMI Transpor	ation Time
			the time	e buckets	Quantities		Proj. Stock	Inventory	Inve	entory		

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?

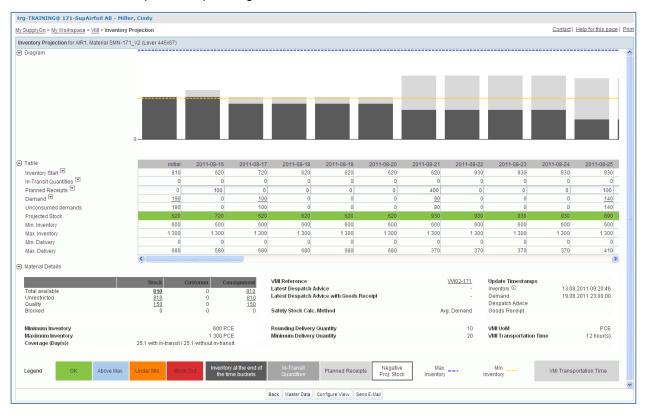
Projected Stock = Initial inventory (inventory start of the bucket) + In-Transit Quantity + Planned Receipts – demand (or Unconsumed Demands).



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'.



g-TRAINING@ 171-Sup	Airfoil AB - Miller, Cindy											
SupplyOn > My Workspace	VMI > Inventory Projection										Contact He	Ip for this page
wentory Projection for AIR1	1, Material SMN-171_V2 (Lever	445x67)										
Diagram												
Table	0	initial	2011-08-16	2011-08-17	2011-08-18	2011-08-19	2011-08-20	2011-08-21	2011-08-22	2011-08-23	2011-08-24	2011-08-25
Inventory Start		810	620	720	620	620	620	620	930	930	930	930
In-Transit Quantities 💌 Planned Receipts 💌	View Despatch Advice	0	100	0	0	0	0	400	0	0	0	0
Demand E	Create Despatch Advice on	190	0	100	0	0	0	90	0	0	0	100
Unconsumed demands		190	0	100	0	0	ő	90	0	0	0	140
Projected Stock		620	720	620	620	620	620	930	930	930	930	890
Min. Inventory		600	600	600	600	600	600	600	600	600	600	600
Max. Inventory		1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300	1 300
Min. Delivery		0	0	0	0	0	0	0	0	0	0	0
Max. Delivery		680	580	680	680	680	680	370	370	370	370	410
Material Details	<		201									>
Total available Unrestricted Quality Blocked	81 81 81 15	0	Customer Cons 0 0 0 0	810 810 150	MI Reference atest Despatch Ac atest Despatch Ac afety Stock Calc. I	Mice with Goods F	leceipt		- Inv - De De	date Timestamps rentory ① rmand rspatch Advice rods Receipt		11 09:20:46 11 23:00:00
Minimum Inventory Maximum Inventory Coverage (Day(s))	25.1 with	n-transit/2	600 PCE 1 300 PCE 5.1 without in-transit		ounding Delivery (inimum Delivery (11 UoM 11 Transportation T	ime	PCE 12 hour(s)
Legend OK	Above Max. Under Mir	. Stock		at the end of buckets	In-Transit Quantities	Planned Receip	ts Negative Proj. Stock	Max.	Inver	Min.	VMI Transport	ation Time

• Enter in the day of Planned Receipts 2 working days after today.

You should see the following 'Elementary Units' screen:

trg-TRAINING@ 17	1-SupAirfoil AB - Miller,	Cindy										
My SupplyOn > My Work	(space > Despatch Advice > I	Despatch Advice Detai	Is							9	Contact Help for this p	age Print
Elementary Units	Expedition Units Head	ler Data										
SupplyOn Def. View											Reset	all Filters
🔲 Nu UE numbe	r 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	VVI02-171	020		SMN-171_V2	CMN-171_V2		Lever 445	0		100	
<												>
Back Send E-Mail	Exit Validate Save Cano	el Desp. Adv. Send De	sp. Adv. Print •	Add Elementary Uni	t Cancel Elementary	Unit Split Elementa	ry 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?

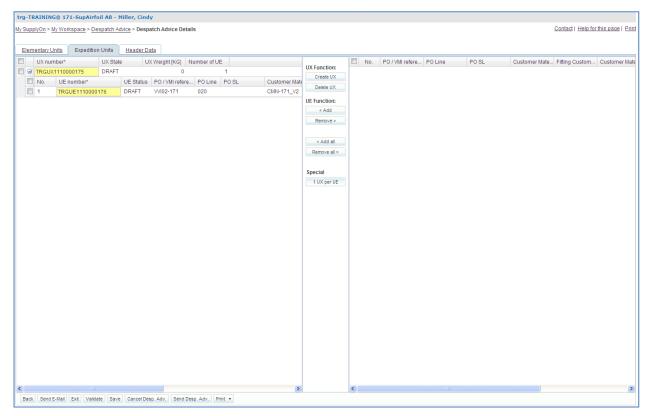
The shipped quantity is the amount that was created automatically when you created the Despatch Advice. It is equal to the sum of Planned Receipts for the following 2 days because you are going to create a Despatch Advice for those quantities.

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 Wor	rkspace > <u>Des</u>	spatch Ad	<u> Nice</u> > Despato	:h Adv	ice Details					Contact Help for this page Print
Elementary Units	Expedition	Units	Header Data							
Despatch advice hea	der data									
Desp. Adv. ID*:	1	234			Trans	port Doc.*:	123456789		Customer Group:	trg-TRAINING@ AIRBUS
DA status:	D	RAFT			Trans	port Mode*:	ROAD		Supplier Local Number:	55820494
DA error status:					DA cre	ation mode:	I		Final Delivery Location:	AIRB_UK_LE_1011
Departure Date*:	1	6.08.201	1 🖪							
Estimated time of arri	ival": 1	8.08.201	1 📴							
Creation Date:	1	6.08.201	1							
Sending Date:										
Address table:										
Ship-to					Details	Ship-from		✓ Details	Forwarder	▼ Details
Partner ID:						10009561				
Name*: TRAINING	G AIRBUS UK					trg-TRAINING@ 161-Su	Airfoil AB		LSP	
Street: New Filto	on House					Wilsons Lane Longford	M6 Junction 3			
City: Filton						Coventry				
Zip Code: BS99 7A	R					CV6 6HL				
Country:						Sierra Leone		۷		×
Summary:										
Despatch weight*:			300	KG						
Total number of UX:			2							
Back Send E-Mail	Exit Validat	e 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:

													0.0	ata at L Liala faci	
SupplyOn > My Work													<u>C0</u>	ntact Help for	inis page Pi e Search Area
Active filter: Supplyon Quick Search Advanced															
					A. 11							search pro	files		
	*			Add line Dele	te line						my	searchipro	mes	✓ Manage	
Search Reset															
VMI Summary															
SupplyOn Def. View	▼ Mana;	je 🔻												R	eset all Filter
Cust. Group	Cust. Org.	ERP Plant	Supplier Planner Co			Supplier Material Description	Status	Stock	VMI UoM	Dif. to Min	Min.	Max.	Signal	Stock Type	DoS
trg-TRAINING@	TRGAIRBUK	1110		SMN-171_V3		Handle 4557	-	⊨ 35	0 PCE	50	300	700	C	Ο ΩΤΥ	
trg-TRAINING@				SMN-171_V1		Support Ramp Bracket 51		E 6 30	0 PCE	4 800	1 500	5 000	C	Ο ΩΤΥ	
trg-TRAINING@	TRGAIRBUK	1110		SMN-171_V2		Lever 445x67		B1	0 PCE	210	600	1 300	0	Ο ΩΤΥ	

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:

ctive filter: Supplyon D	pace - Stock inform	nation								Conta	ct Help for this p	
	Default										Hide Searc	h Area -
uick Search Advanced S	Search											
	~		Add I	ine Delete line					My search pro			
Search Reset											✓ Manage ▼	
Stock Information												
Stock Movements	▼ Manage										Reset a	II Filter
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/VMI Reference	e PO
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_11		261	CONSUMPTION	F	VVI03-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br	2011_54000-171_10	-	261	CONSUMPTION	F	VVI01-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_10	-	261	CONSUMPTION	F	VVI02-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P03	AIRB7S17#CABI	2011_54000-171_10	-	102	CANCELLED	F	P0-171_1	03
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P01	AIRB5S12#CABI	2011_54000-171_10	+	101	RECEIVED	F	P0-171_1	01
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_11	-	261	CONSUMPTION	F	VVI02-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557	2011_54000-171_10	-	261	CONSUMPTION	F	VVI03-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V1	Support Ramp Br	2011_54000-171_11	-	261	CONSUMPTION	F	VVI01-171	
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_P02	AIRB7S14#CABI	2011_54000-171_10	-	122	RETURNED	F	PO-171_1	02
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557							
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557							
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V3	Handle 4557							
	TRGAIRBUK	1110		SMN-171_V3	Handle 4557							
trg-TRAINING@ A		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:

	space > Stock Inform	mation								Conta	ct Help for this page P
tive filter: Supplyon		nuuon									Hide Search Area
ick Search Advanced											
Customer Material N	lum x equal to	× CH	N-171_V2	Add line Dele	te line				My search pro	files	
Search Reset	un · equarto										✓ Manage ▼
Stock Information											
Stock Movements	✓ Manage	•									Reset all Filter
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//MI Reference PO
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_11		261	CONSUMPTION	F	VVI02-171
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67	2011_54000-171_10	-	261	CONSUMPTION	F	VVI02-171
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						
trg-TRAINING@ A.	TRGAIRBUK	1110		SMN-171_V2	Lever 445x67						

- 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	trg-TRAINING@ 171-SupAirfoil AB - Miller, Cindy														
My S	upplyOn > My	Workspace > \$	Stock Informatio	n									Cont	act Hel	p for this page Print
Act	ive filter: Supp	lyon Default													Hide Search Area
Qui	ck Search Adv	anced Search													
0	Customer Material Nurry equal to CMN-171_V2 Delete line My search profiles														
		e Desc. 🗸 e			consumption		Add line [,		▼ Mar	nage 🔻
			qualito	V	onsumption		Add life [L	Jerete Inte							
-	Search Reset														
_	Stock Information														
S	Stock Information Stock Movements V Manage Reset all Filters														
	Movemen	nt Unit Of Me	Creation I	Delivery N	Cust. Mat. No.	Cust. M	at. Desc.	Program /	Batch Nu	Expiry Date	Serial Nu	Delivery S	Invoice Number		Data Type
		50 PCE	15.08.201		CMN-171 V2	Lever 4	45	N/000409	E399548			Filton	BA01 2011 1710	00252	Stockmovement
	9	90 PCE	15.08.201		CMN-171 V2	Lever 4	45	N/000410	E399548			Filton			Stockmovement
	•														•
В	ack Related D	ocuments His	story - Downloa	d 👻 Send E	E-Mail										
2	entries: Sel	ect all Matches	on Page Sel	ect all Match	hes Clear Sel	ection		Entries	per page	10 💌		Fir	st Previous Pag	10 1	of 1 Next Last
-	entries. <u>een</u>		<u> </u>					Chules	per page						



• 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.



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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'.

Late despatch advice No goods receipt		0	0	0	0	0
Non collaborative chang	ge	0		<u>1</u>		<u>1</u>
Accepted by customer b	out penalised	0		0		0
Collab. rejected by supp	plier	0		0		0
Spares order to chec Collab. rejected by cu	3S Purchase Orders	<u>2</u> 0	2	0	0	<u>2</u> 0
Purchase Orders 💌	Purchase Orders					

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

1														
trg-TRAINING@ 00	02-SupAirfoil SO	- Johnson, Paul												
My SupplyOn > My Wor	rkspace > 3S Purcl	nase Orders						Contact Help for this page Print						
Active filter: Supplyo	n Default							Hide Search Area						
Quick Search Advance														
	~		Add See L Date	te lie e			My search profi	22						
	Search Reset													
Search Reset	Search Reset													
	3S Purchase Orders													
SupplyOn Def. Viev	w 🗙 Manag	e •						Reset all Filters						
PO 🔺	PO Line	PO SL	Supp. Mat. No.	Supplier Material Description	Status	Unit of Reques	Requested date	Promised q Promised date Sp						
PO-002 9	<u>010</u>	1	SMN-002_P23	Display Unit	RECEIVED	PCE	6 13.09.2012	6 13.09.2012						
PO-002 9	020	1	SMN-002_P24	GPS Control	SHIPPED	PCE	6 08.09.2012	6 08.09.2012						
PO-002 9	030	1	SMN-002_P25	Passenger door left	SHIPPED	PCE	6 06.09.2012	6 06.09.2012						
PO-002 9	040	1	SMN-002_P26	Passenger door right	SHIPPED	PCE	6 06.09.2012	6 06.09.2012						
			•					•						
Back Details Histor	ry Download • Re	elated Documents • Se	end E-Mail		-									
				Entrine normal	e 10 🗸		First Devis							
4 entries: Select a	all Matches on Pag	e I Select all Match	Clear Selection	Entries per pag	9 10 Y		First Previo	us 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'.

3S Shipment 👻	3S Shipments Overview	
Claimed UE		0
Of a state of a second	GR / Claim Creation	
Stock Informati	GR / Claim 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

trg	-TRAINING@ 00	2-SupAirfoil SO - Johnson, Pa	aul								
My S	SupplyOn > My Wor	kspace > 3\$ Shipments							9	Contact Help for	this page Print
	tive filter: Supplyor									<u>Hi</u>	de Search Area
Qu	ick Search Advance	d Search									
L F		~		Add line Del	ete line				My search profiles		
\$	Search Reset									✓ Manage	
3	S Elementary Units	3									
5	SupplyOn Def. View	/ Manage •								R	eset all Filters
	Desp. Adv. ID 🔺	Ship-from Supplier	Estimated tim	Departure date	UX number	UE number	UE Status	Claim ID	Claim Creatio	User's name	User ID
	ID-002_2	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120001002	TRGUE1110001002	RECEIVED				
	ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120003002	TRGUE1110003002	SENT				
	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				
	•										+
B		Confirm Receipt Create Claim Close									
4	entries: Select a	all Matches on Page Select all I	Matches Clear S	Selection	Er	tries per page 10	*		First Previous	Page 1 of 1	<u>Next</u> 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'.

3S Shipment		1
<u>55 Sinpinein</u> ♥	3S Shipments Overview	
Claimed UE	OR / Olaim Canadian	0
04	GR / Claim Creation	
Stock Informati	GR / Claim Overview	
		1

 The screen '3S Shipments' appears so you can select the second line with 'UE Status' equal to 'SENT'.

Si	SupplyOn Services Administration Log Out SUPPLYON											
trg	trg-TRAINING@ 002-SupAirfoil SO - Johnson, Paul											
My S	My SupplyOn > My Workspace > 35 Shipments											
Act	Active filter: Supplyon Default											
Qui	Quick Search Advanced Search											
		~			Add line Del	ete line				My search profiles		
5	Search Reset										➤ Manage	-
	S Elementary Units										Re	set all Filters
		Ship-from Supplier		Estimated tim	Departure date	UX number	UE number	UE Status	Claim ID	Claim Creatio		User ID
	ID-002_2	Sup3SComp SO_Cove	entry 49		21.08.2012	TRGUX1120001002	TRGUE1110001002	RECEIVED	Claimb	Claim Creatio	036F3 Harris	036110
V	ID-002_3	Sup3SComp SO_Cove		28.08.2012	21.08.2012	TRGUX1120003002	TRGUE1110003002	SENT				
	ID-002_3	Sup3SComp SO_Cove	entry 49	28.08.2012	21.08.2012	TRGUX1120004002	TRGUE1110004002	SENT				
	ID-002_3	Sup3SComp SO_Cove	entry 49	28.08.2012	21.08.2012	TRGUX1120002002	TRGUE1110002002	SENT				
	•											•
в	Back Send E-Hail Confirm Receipt Create Claim Close Claim											
	4 entries: Select all Matches on Page Select all Matches Clear Selection Entries per page 10 V First Previous Page 1 of 1 Next Last											
												1.1.1.1.1 <u>1.1.1.1.1</u>



- 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?

l s	SupplyOn Services Administration Log Out SUPPLYON											
tr	trg-TRAINING@ 002-SupAirfoil SO - Johnson, Paul											
Mv	My SupplyOn > My Workspace > 3\$ Shipments											
Successfully confirmed.												
Active filter: Supplyon Default												
<u>Q</u>	Quick Search Advanced Search											
		*		Add line Dele	ete line			My search profi				
	Search Reset								▼ Ma	nage 🔻		
_	S Elementary Unit											
	SupplyOn Def. Viev	v ▼ Manage▼								Reset all Filters		
	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_2	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120001002	TRGUE1110001002	RECEIVED					
V	ID-002_3	Sup3SComp SO_Coventry 49	28.08.2012	21.08.2012	TRGUX1120003002	TRGUE1110003002	RECEIPT IN PROGRESS					
	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					
	•	m								۴		
Back Send F-Mail Confirm Receipt Create Claim Close Claim												
4	4 entries: Select all Matches on Page Select all Matches Clear Selection Entries per page 10 V											

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'.

		1 1 1						_		
Su	pplyOn Services	Administration Log Out					SUPPLY	ī)		
_		2-SupAirfoil SO - Johnson,	Paul						0	
My S	SupplyOn > My Workspace > 35 Shipments Contact Help for this page Print									
	ive filter: Supplyo									Hide Search Area
Qui	ck Search Advance	ed Search								
ι	JE Status	✓ equal to	✓ SENT	✓ Ac	Id line Delete line			My search profil		
s	earch Reset								▼ Ma	nage •
3	S Elementary Unit	s								
S	upplyOn Def. Viev	V V Manage •								Reset all Filters
	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			
	<	III	o Olaira							+
		Confirm Receipt Create Claim Clos								
2	entries: <u>Select a</u>	all Matches on Page Select a	Il Matches Clears	Selection	En	tries per page 10	~	First Previou	us Page 1	of 1 Next Last

• 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:

laim for UE No. Th	RGUE1110002002		
Claim ID:		C00000230	
Customer Materia	al Number:	CMN-002_P24	
Supplier Material	Number:	SMN-002_P24	
Ship-from Suppli	er:	Sup3SComp SO_Coventry 49	
Serial Numbers	affected by the o	claim	
No.	Serial Nun	nber	
1	BZ-08123-	001	*
2	BZ-08123-	002	E
3	BZ-08123-		
	D7 00400		
Claimed Quantity	(PCE)	6	
Claim Reason:			*
Description of the	e claim issue (10	24 characters left):	
Send claim via e-	mail to the follow	ving e-mail addresses:	
training@supply	on.com		
If you click "Gene forward then the i		system will send an e-mail to this addres recipients.	s. Please
Generate E-Mail	Close		

• Fill in all data and click on button 'Generate E-Mail'.

Claim for UE No. TRGUE	Claim for UE No. TRGUE1110002002						
Claim ID:		C00000230					
Customer Material No	umber:	CMN-002_P24					
Supplier Material Nur	nber:	SMN-002_P24					
Ship-from Supplier:		Sup3SComp SO_Coventry 49					
Serial Numbers affe	cted by the cla	im					
No.	Serial Numb	er					
1	BZ-08123-00	1					
2	BZ-08123-00	2	Ξ				
3	BZ-08123-00	-	-				
	D7 00400 00	4					
Claimed Quantity (PC	E)	2					
Claim Reason:	Other		~				
Description of the cla	im issue (1024	t characters left):					
Send claim via e-mai	I to the followin	g e-mail addresses:	_				
training@supplyon.c	om						
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.							
Generate E-Mail	Close						



An e-Mail with a 'PDF' will be created and sent to your e-Mail account, as follows:

Von: 🗌 airsupply-dev@supplyon.com	
An: 🗌 Training	
Cc	
Betreff: Claim C000000230 opened on PO reference PO-002_9 / 020 / 1, Despatch Advice ID-002_3	
Nachricht 2 Claim_C000000230.pdf (2 KB)	
Dear	
The following claim has been raised by consignee TRGAIRF002SO, trg-airfoilSO_002:	
Ship-from Supplier: Sup3SComp SO_Coventry 49 Claim ID: C000000230	
Claim Creation Date: 07.09.2012	
Claim creator (name): Paul Johnson	
Claim creator (ID): trg-cons002-so	
Your Despatch Advice Reference: ID-002_3	
UX number: TRGUX1120002002	
UE number: TRGUE1110002002	
PO reference: PO-002_9 / 020 / 1	
Customer Material Number: CMN-002_P24 Supplier Material Number: SMN-002_P24	
Manufacturing Date: 02.08.2012	
Expiry Date:	
Supplier Certificate Number:	
Supplet Certificate Humber.	
Claimed Quantity (PCE): 2	
If certain serial numbers are affected, you will find the list of serial numbers at the end of the e-mail.	
Claim Reason: Other	
Additional Information:	
Please take according actions to solve the claim.	
The claim information can also be found in the PDF document attached to this e-mail.	
Best regards.	
Paul Johnson	
Serial numbers:	
BZ-08123-002	
BZ-08123-003	

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-oocXXX-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.

Despatch Advice 💌	
Draft	0
Error	0
Claimed UE	<u>1</u>

• Click on the underlined number behind 'Claimed UE'.

trg	-TRAINING@	CUSTOME	R UK - Jillings, Juc	łγ									
My S	upplyOn > <u>My W</u>	orkspace >	Despatch Advice									Contact Help	for this page Print
Act	ive filter: Comm	ent non col	llab										Hide Search Area
Qui	Aude Search Advanced Search												
l	JE Status	~	equal to	✓ CLAIM		✓ Add	line Delete li	ne			My search profile	5	
	earch Reset											✓ Mana	ge •
C	reate Desp. Adv	Desp	. Adv. Overview										
S	upplyOn Def. Vi	ew	▼ Manage ▼										Reset all Filters
	Desp. Adv. I	DAType	Despatch advic	Despatch	Claimed UE	Cust. Org.	ERP Plant	Supplier Site_City	Supp.Loc.No.	Ship-from Name 1	Creation Date	Departure date	Estimated Fir
	ID-002 3	38	SENT		1	TRGCUST	1110	Sup3SComp SO	55820494	SupAirfoil SO	18.08.2012	21.08.2012	28.08.2012 Cl
	•						m						÷.
B	ack Send E-Mail	Details P	rint • Download •										
1	entry: Select	all Matches	on Page Select a	all Matches	Clear Selection	n		Entries per page	50 🗸		First Previous	Page 1 o	1 Next Last



• Select the first line and click 'Details'.

	pplyOn Services A	Administrati	on Log Out						SUPPLY (N)			
g-'	TRAINING@ CUSTO	OMER UK -	Jillings, Judy									
Su	upplyOn > <u>My Workspa</u>	ace > Despa	tch Advice > Desp	oatch Advice Details						<u>(</u>	Contact Help for this	page P
Ele	ementary Units E	Expedition Ur	nits Header D	ata								
Su	upplyOn Def. View	✓ Mar	age •								Reset	all Filter
I	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 [DAR
	1 TRGUE11100	02002	SENT	PO-002_9	020	1	SMN-002_P24	CMN-002_P24		GPS Control	352.74	
	2 TRGUE11100	03002	RECEIPT IN P	PO-002_9	030	1	SMN-002_P25	CMN-002_P25		Passenger door	. 352.74	
	3 TRGUE11100	04002	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'.

Close Claim C00000228
With this action, the system will send an e-mail to the e-mail address where the original claim e-mail has been sent to. Please correct this address if needed.
regina.schmitz@supplyon.com
If you click "Generate E-Mail", the e-mail will be sent to the given address. Please forward then the mail to the recipients of the claim
Generate E-Mail Cancel

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:

	ce > My Workspace Configuration			C	ontact Help for this page Prin
My Workspace Configurat				_	
	tion Inventory Projection Configuration				
Active filter					
Customer Group:	(all) 🗸	Supplier Group:	trg-TRAINING@ SupAirfoil SO	One of the line	
	Clear Selection		Clear Selection	Save configuration	
Customer Organisation:	(all)	Supplier Organisation:	(all) 👻	Supplyon Default	✓ Manage
	Clear Selection		Clear Selection		
Cust. Site (Code):	(all)	Supplier Site_City:	(all) ¥		
	Clear Selection		Clear Selection		
Ord. Off. Name (Code):	(all)	Supplier Planner Code:	(all) 👻		
	Clear Selection		Clear Selection		
Display rows					
Process / Alert Matrix			PO Summary		
Forecast ✓ Customer to review ✓ Supplier to commit ✓ Demand Delta Purchase Orders ✓ Spares order to ch ✓ Collab. rejected by ✓ Collab. rejected by ✓ Accepted by custor ✓ No goods receipt ✓ Late despatch adv ✓ Late despatch adv ✓ Late despatch adv ✓ Late despatch adv ✓ Stock out. Stock on ✓ Below Min: Stock ✓ Below Min: Stock ✓ Below Min: Project ✓ Above Max: Project ✓ Abo	t customer rsupplier mer but penalised change cce collaborative data updated h Hand w Hand son Hand d Stock		▼ NEW ORDER PUBLISHED ♥ SUPPLIER ACCEPTED WITH CHANGES ♥ OPEN ♥ SUPPLIER CHANGE ORDER REQUEST ♥ CUSTOMER CHANGE ORDER REQUEST ♥ CANCELLED ♥ CANCELLED ♥ PARTULLY SHIPPED ♥ FARTULLY SHIPPED ♥ FARTULLY SHIPPED ♥ RATULLY SHIPPED ♥ RECEVED ♥ ROMEN TOTAL ♥ ROMEN TOTAL Y RECEVED ♥ OPEN ♥ NORK IN PROGRESS (WIP) ♥ SUSPENDED PENDING SUSTOMER ACTION ♥ USE AS IS ♥ REPAR ♥ OREN FED PENDING CUSTOMER ACTION		
			Back		

- 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.

	~	1	Manage 🝷
<u>6</u>			
Supplyon Deult			



• Now tick the 2 boxes under NCR alerts in the display rows: 'Draft' / 'Rejected'.

Note: a customer user can only select the 'Rejected' alert.

<u>My SupplyOn</u> > <u>My Workspace</u> > M	ly Workspace Configuration		Contact Help for this page Prin
My Workspace Configuration	Inventory Projection Configuration	Despatch Advice Configuration	
Process / Alert Matrix	°		mmary
Forecast			NEW ORDER PUBLISHED
Customer to review			SUPPLIER ACCEPTED WITH CHANGES
Supplier to commit			OPEN
Demand Delta			SUPPLIER CHANGE ORDER REQUEST
Purchase Orders			CUSTOMER CHANGE ORDER REQUEST
Spares order to check			CANCELLATION REQUEST
Collab. rejected by custo	mer		CANCELLED
Collab. rejected by supp	lier		PARTIALLY SHIPPED
Accepted by customer bit	ut penalised		SHIPPED
Non collaborative chang	e		PARTIALLY RECEIVED
Late despatch advice			RECEIVED
No goods receipt		J.	Total
Comment on non-collab	orative data updated		ssion Management Summary
VMI			OPEN
Stock out: Stock on Hand	i		INCOMPLETE
Below Min: Stock on Han	nd		WORK IN PROGRESS (WIP)
Below Signal: Stock on H	Hand		SUSPENDED PENDING SUPPLIER ACTION (SPSA)
Above Max: Stock on Har	nd		ACCEPTED PENDING CUSTOMER ACTION (APCA)
Stock out: Projected Stoc	sk		USE AS IS
Below Min: Projected Sto	ock		REWORK
Above Max: Projected Sto	ock		REPAIR
Despatch Advice			SCRAP
Draft		5	Total
Error			
Claimed UE			
Self Billing Invoice			
 Unread SBI (by supplier))		
Material Master Data			
New material created			
Updated VMI parameters	3		
Concession			
Draft			
Rejected			Ψ
		Back	
L			

- 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:

Mv SupplyOn > Mv Workspac Profile created.	e > My Workspace Configuration				Contact Help for this page Print
My Workspace Configurat	ion Inventory Projection Configuration				
Active filter					<u>^</u>
Customer Group:	(all) Clear Selection	 Supplier Group: 	trg-TRAINING@ SupAirfoil SO	Save configuration	
Customer Organisation:	(all) Clear Selection	 Supplier Organisation: 	(all) Clear Selection	NCR alerts	✓ Manage ▼
Cust. Site (Code):	(all) Clear Selection	 Supplier Site_City: 	(all) Clear Selection	~	
Ord. Off. Name (Code):	(all) Clear Selection	 Supplier Planner Code: 	(all) Clear Selection	~	

- 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.
- My SupplyOn > My Workspace Contact | Help for this page | Print Cindy Miller / trg-planner027-so Process / Alert Matrix User Configuration PO Summary New High Med Low Total Status New Total Active filter Total 17 26 NCR alerts Forecast 👻 Concession Management Summary My Workspace Configuration Purchase Orders Status New Total Inventory Projection **Configuration** Total 0 0 VMI Despatch Advice Configuration Despatch Advice 💌 Summary Stock Information 👻 Alert Overview Self Billing Invoice Master Data Material Master Data Material Master Data Desp. Adv. Settings Concession 👻 Supplier Organisation Settings Draft 0 0 0 Rejected Language English
- Go to the 'Process / Alert Matrix' section. .

You should see the 'Concession alert' part:

\frown	Concession 💌			
\mathcal{L}	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):

My SupplyOn > My Workspace > Ce	oncession Overview					Cont	act Help for this page Print
Active filter: NCR alerts Quick Search Advanced Search							Hide Search Area
Search Reset		<u>Add line</u>	<u>Delete line</u>			My search profiles	Manage
Concession Management Service level of unprotected files is "Boost Create NCR Concession C	AeroSpace Industry Confiden	et to apply the 2 security go tial", refer to your company	olden rules "Classification o y rules & security tools to pi	check" & "Antivirus check" rotect data classified at a h	before uploadin igher level)	g/downloading any docume	nt. (Maximum classification
SupplyOn Def. View 💌	Manage						Reset all Filters
NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. O	Code Ord. Off. Name	Ord. Off. Phone
Details Download Upload Delete							
0 entries: Select all Matches	on Page Select all Matche	s Clear Selection	Entries p	er page 50 👻		First Previous Pag	e 1 of 1 Next Last

- 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'.

My SupplyOn > My Workspace > Concession Overview	Contact Help for this page Print
Profile created.	Hide Search Area
Active filter: NCR alerts Quick Search Advanced Search	
Status v equal to v DRAFT v Add line Delete line	My search profiles
Search Reset	NCR_DRAFT V Manage V



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'	It is the first status of a NCR created in AirSupply. Note: The customer user is not able to see in AirSupply a NCR in status 'DRAFT'.
'INCOMPLETE'	The customer requests for more information to the supplier because the NCR is not detailed enough (e.g. missing documents and pictures).
'SUSPENDED PENDING SUPPLIER ACTION' (SPSA)	The customer requires the supplier to follow an action plan on the material linked to the NCR.



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. ٠
- 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. ٠

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
						SUPPLIER ACCEPTED WITH CHANGES	0	0	My Workspace Configuration
Customer to review	0	0	0		0	OPEN	2	9	Inventory Projection
Supplier to commit	27	5	22		27	SUPPLIER CHANGE ORDER REQUEST	0	1	Configuration
Demand Delta	<u>10</u>	<u>5</u>	<u>5</u>		<u>10</u>	CUSTOMER CHANGE ORDER REQUEST	1	1	Despatch Advice Configuration
Purchase Orders						CANCELLATION REQUEST	1	1	-
Spares order to check	2	2	0	0	2	CANCELLED	0	0	Summary
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	Alert Overview
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	1	Material Master Data
Non collaborative change	1		1		1	RECEIVED	3	3	
Late despatch advice	1	1	0	0	1	Total	17	26	Desp. Adv. Settings
No goods receipt	<u>3</u>	1	2	0	3	Concession Management Summary			Supplier Organisation Settings
VMI						Status	New	Total	Language
Stock out: Stock on Hand	0	0			0	OPEN	0	0	English 🗸
Below Min: Stock on Hand	0	0			0	INCOMPLETE	0	0	
Below Signal: Stock on Hand	0			0	0	WORK IN PROGRESS (WIP)	0	0	
Above Max: Stock on Hand	1		1	-	1	SUSPENDED PENDING SUPPLIER ACTION (SPSA)	0	0	
Stock out: Projected Stock	1	1	-		1	ACCEPTED PENDING CUSTOMER ACTION (APCA)	0	0	
Below Min: Projected Stock	2	2			2	USE AS IS	0	0	
Above Max: Projected Stock	1	-	1		1	REWORK	0	0	
	-		-		-	REPAIR	0	0	
Despatch Advice 💌						SCRAP	0	0	
Draft					0	Total	0	0	
Error					0				
Claimed UE					0				
Stock Information 💌									
Self Billing Invoice									
Unread SBI (by supplier)	3			3	3				
Material Master Data									
New material created	<u>32</u>								
Updated VMI parameters	0								
Concession NCR Creation									
Draft	0		0		0				
Rejected Concession Overview	0		0		0				

\cap	Concession 👻	NCR Creation 0 Concession Overview			
\mathcal{L}	Draft		0	0	0
<i>•</i>	Rejected	Concession Overview	0	0	0



You should see the screen displaying the 'Create NCR' tab as shown below:

tive filter: Supplyon Default						Hide S	Search Area
Search Reset		Add	My search profiles				
el of unprotected files is "BoostA Create NCR <u>Concession O</u>	eroSpace Industry Confidential					ding/downloading any document. (Maximum ci	lassification
Cust. Group	Customer Organization	Cust. Site	Supplier, Org.	Supplier Site	Supp. Mat. No.	Cust. Mat. No.	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC1	CMN-027_FC1	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	CMN-027_FC2	CMN-027_FC2	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_FC4	CMN-027_FC4	
trg-TRAINING@ CLIENTE	trg-TRAINING@ CLIENTE	CLIES	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_FC4	CMN-027_FC5	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_FC6	CMN-027_FC6	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_FC7	CMN-027_FC7	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_P01	CMN-027_P01	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_P02	CMN-027_P02	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P03	CMN-027_P03	
trg-TRAINING@ CUSTOMER	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoilSO_027	SMN-027_P04	CMN-027_P04	
ing invariantol@ oconomicity	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF027SO	trg-airfoiISO_027	SMN-027_P05	CMN-027_P05	
trg-TRAINING@ CUSTOMER	ag near no a cooronn		TRGAIRF027SO	trq-airfoilSO 027	SMN-027_P07	CMN-027 P07	
	trg-TRAINING@ CUSTOM	CUS1	TRGAIRF02750				
trg-TRAINING@ CUSTOMER	-	CUS1 CUS1	TRGAIRF027S0	trg-airfoilSO_027	SMN-027_P09	CMN-027_P09	

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:

- <u>One header</u> containing generic information applying to the NCR. Mandatory section.
- <u>One or several defects</u>. The defect is a collection of information describing the cause(s) of a non-conformity. Optional section.



- <u>One or several attachments</u>. 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 (<u>Dverview</u> > NCR Details		Contact Help for this page	Print
	ninder: Don't forget to apply the 2 security golde iles is "BoostAeroSpace Industry Confidential",			ent.
NCR Title:				
Title:				
NCR Customer Reference:		NCR Supplier Reference:		
NCR Customer Revision:		NCR Supplier Revision:		
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-airfoiISO_027	
Header Defects Attachments				
Header Information				-
Title:				
Status:	DRAFT			
Description:				
Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Organisation:	TRGAIRF027SO	
Customer Plant Code:	1110	Supplier Controlpoint:	trg-airfoiISO_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:		Material Model:	~	-
Order Information				
Affected PO/PO Line:			Search PO Line	
Serial Numbers:			Create/Edit	
Batch Number:		Affected Quantity:		
Send NCR Save Actions Delete Print Ba	ck 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:		Search PO Line
Serial Numbers:		Create/Edit
Batch Number:	Affected Quantity:	



The system displays the following screen:

SupplyOn > My \	Vorkspace > NCR P	O Selection					Contact Help for this page
			ond to your selection in th	e NCR Creation Sc	reen.		Hide Search Area
uick Search Adva	anced Search						
Search Reset	~		Add	line Delete line			My search profiles Manage •
SupplyOn Def. V	iew ∨ Man	age •					Reset all Filte
P0 🗸	PO Line	Cust. Site	Supplier Site	Supp. No.	Cust. Mat. No.	Supp. Mat. No.	
PO-017_7	010	CUS1	trg-airfoilSO_017	L017	CMN-017_P20	SMN-017_P20	
Select PO Line	No affected PO Ca	ncel					

• 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 diamete	r over tolerance							
NCR Customer Reference:		NCR Supplier Referen	ce: 12	234				
NCR Customer Revision:		NCR Supplier Revision	n: 1					
Customer Material Number: CMN-027_FC	1	Supplier Material Num	ber: SN	MN-027_FC1				
Customer Organization: trg-TRAINING	@ CUSTOMER UK	Supplier Organisation:	TF	RGAIRF027SO				
Customer plant: CUS1		Supplier Controlpoint:	trg	p-airfoilSO_027				
Header Defects Attachments								
SupplyOn Def. View V Manage •					Reset all Filters			
Defect Number Defect Description	n Defect 1	Type Code	Defect Type	Cause Co	de			
4					Þ			
0 entries: Select all Matches on Page Select all Match	Clear Selection	Entries per page 50	▼ First F	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:

D	Defect Creation/Modification	×
	Defect Description:	*
	Defect Type:	v
	Cause Description:	~
	OK Add New Cancel	

- 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 > Concess	ion 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 Refe	rence:	1234					
NCR Customer Revision:			NCR Supplier Revis	sion:	1					
Customer Material Number:	CMN-027_FC1		Supplier Material N	umber:	SMN-027_	FC1				
Customer Organization:	trg-TRAINING@ CUSTOMER L	JK	Supplier Organisati	on:	TRGAIRFO	02780				
Customer plant:	CUS1		Supplier Controlpoi	nt:	trg-airfoilS	0_027				
Header Defects Attachments										
SupplyOn Def. View 💌 Manage	e▼						Reset all Filters			
Status	Encrypted	Filename		Filesize (kB)		Deleted				
4							•			
0 entries: Select all Matches on Pag	e Select all Matches Clear Sel	ection	Entries per page	50 💌	First Previous	Page 1 0	f1 Next Last			
Send NCR Save Actions - Download	Upload Print Back Send E-Mail Histor	У								

• 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	×
Select file for upload:	Browse
File is encrypted	
Upload	Close

- 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 redisplays the 'Attachments' information tab with the first uploaded attachment, as shown below:

			sion Overview > NCR Details				act Help for this page Pri
						"Antivirus check" before uploading/down ecurity tools to protect data classified at a	
N	CR Title: Hole diame	eter over tolerar	ice				
Title	e:		Hole diameter over to	lerance			
NC	R Customer Refere	nce:			NCR Supplier Reference:	1234	
NC	R Customer Revisi	on:			NCR Supplier Revision:	1	
Cus	stomer Material Nur	mber:	CMN-027_FC1		Supplier Material Number:	SMN-027_FC1	
Cus	stomer Organizatior	n:	trg-TRAINING@ CUS	FOMER UK	Supplier Organisation:	TRGAIRF027SO	
Cus	stomer plant:		CUS1		Supplier Controlpoint:	trg-airfoilSO_027	
He	eader Defects	Attachments					
S	upplyOn Def. View	✓ Manage	9▼				Reset all Filters
	Status		Encrypted	Filename	Filesize	(kB) Deleted	0\
	Malware scan in p	rogress. Plea	No	picture.jpg	45	No	SL
	•						
1		Matches on Page		lear Selection	Entries per page	50 🗸	First <u>Previous</u> Page ,

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:

Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Alert Overview
Accepted by customer but	0		0		0	PARTIALLY RECEIVED	1	1	Master Data
Non collaborative change	<u>1</u>		1		<u>1</u>	RECEIVED	3	3	Master Data
Late despatch advice	1	<u>1</u>	0	0	<u>1</u>	Total	20	26	Material Master Data
No goods receipt	<u>3</u>	0	<u>1</u>	2	<u>3</u>	Concession Management Summary			Desp. Adv. Settings
VMI						Status	New	Total	Supplier Organisation
Stock out: Stock on Hand	0	0			0	OPEN	0	0	Settings
Below Min: Stock on Hand	0	0			0	INCOMPLETE	0	0	Language
Below Signal: Stock on Hand	0			0	0	WORK IN PROGRESS (WIP)	0	0	English 💌
Above Max: Stock on Hand	<u>1</u>		1		<u>1</u>	SUSPENDED PENDING SUPPLIER ACT	0	0	
Stock out: Projected Stock	<u>1</u>	<u>1</u>			<u>1</u>	ACCEPTED PENDING CUSTOMER ACTI	0	0	
Below Min: Projected Stock	2	2			2	USE AS IS	0	0	
Above Max: Projected Stock	<u>1</u>		1		<u>1</u>	REWORK	0	0	
Despatch Advice						REPAIR	0	0	
Draft					0	SCRAP	0	0	
Error					0	Total	0	0	
Claimed UE					0				
					0				
Stock Information									
Self Billing Invoice									
Unread SBI (by supplier)	<u>3</u>			<u>3</u>	<u>3</u>				
Material Master Data									
New material created	<u>32</u>								
Updated VMI parameters	0								
Concession 💌									
Draft	0		<u>1</u>		<u>1</u>				
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:



		> Alert Overview						Contact He	Ip for this page Prin
ctive filter: Supplyon									Hide Search Area
Advanced	Searc	1							
NCR:Concession Ale	ert 💌	equal to	~	Draft	~	Delete line	My search pr		
Ignore Supplier	•	equal to	~	Not ignored	~	Delete line	E-Mail notifica		nage 🔻
Inactive since	•	equal to	~			Delete line			
Priority	~	equal to	~	Medium	✓ Add	line Delete line			
Search Reset									
PO Alerts (22) Fo	recas	Alerts (27) VMI Ale	rts (2	2) <u>SBI Alerts (0</u>) MD Alerts (32	Concession Aler	ts (1)		
		✓ Manage ▼							Reset all Filters
Ign.C. Ign.S. I	New/R	e Priority	1	Alert ID	Alert Creation Da	e Inactive since	Cust. Site	ERP Plant	Customer Org
3	Rea	d Medium		57499715	11.08.2014 12:4.		CUS1	1110	trg-TRAINING(
•									
	III et Read	Download NCR	Send	E-Mail					Þ

- 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:



Defect Creation/Modification	on	×						
Defect Description:	32.545 H7 over size to 32.626							
		Ŧ						
Defect Type:	Drilling	¥						
Cause Description:	Machine or equipment related	¥						
	OK Add New Cancel							

- 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:

<u>My SupplyOn > My Workspace > Concession Overview</u> > NCR Details	
 Successfully saved 	

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:

My SupplyOn > My Workspace > Concession Overview	,			:	Contact Help for thi	s page Print			
Active filter: Supplyon Default					Hide S	earch Area			
Quick Search Advanced Search									
v		Add line Delete line		My search profiles		_			
Search Reset					✓ Manage ▼				
Concession Management Service security reminder: D document, (Maximum classification level of unprotected									
higher level)				npuny raico a occanty to		10011100 01 0			
Create NCR Concession Overview									
SupplyOn Def. View V Manage					Res	et all Filters			
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 (
1234 DRAFT trg-TRAINING@ C SMN-027. FC1 OOC-027 Judy Jillings +44 1179 (
	1	III				F.			
Details Download Upload Delete Print Back Send	d E-Mail History								
1 entry: <u>Select all Matches on Page</u> <u>Select all</u>	Matches Clear Sele	ction Entries per pa	ge 50 💌	First Previous	Page 1 of 1	<u>Next</u> <u>Last</u>			

- 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:

		1 Originator Ref No	1a Customer Ref No	2 Ori	iginators Company	3 Customers Con	npany	4 Revision Issue	5 Originator/Con	tact		6 Page of pages
trg-TRA CUST	INING@ OMER	1234		TR	TRGAIRF017SO		NG@ ER UK	1	Marc Stev	rens		1 of 1
7 Program		8 Customer Mat. No			8a Supplier Part No 9 Part Name				10 S/N or ID No			No
	CMN-017_P20				SMN-017_P20 Safety Foar			Safety Foam	am			
11 NC Qty	12 Order Qty	13 Work/PurchaseOrder No 14 Assembly Dwg. No				15 Assembly S/N	16 LRU or sub-as	sembly No		17 Final Product Manufacturer	18 Product of	alegory
2		No PO affected										
19 Non-conforma	ince Description					19a Document re	ference		19b Index	19c Previous Dispositions/Cor	cessions	
Hole diam	eter over to	lerance in interface a	rea (see attached pic	tures)		19h Actual Condi	lion			19i Over max/under min		
19d Zone	19e KPC	19f Char. Item No	19g Specified requirement			20 Attachment						
						MappinpP	OCESS.CSV					
21 Process/NC C	ode	22 Supplier Remarks								23 Cause Code	24 Corr. Act	ion Code
P215		32.545 H7 over size	to 32.630							C11	Update	working
25 Disposition												
25a NC category	25b Lir	nitation 25c Limitatio	Description							25d Parts marking		
25e Additional Co	omments											
26 Originator Marc Stev	one	28 Additional						29	Notification of regul	atory agency(ies)		
Name/Function or	r Depart/Date/Sigr	n. Name/Function or I	lepart./Date/Sign. N	ame/Functio	n or Depart./Date/Sign.	Name/Funct	ion or Depart./Date		Availability of repla	cemnet parts		
27 Customer								31.	31 Availability of personal to perform work 32 In-service unit(s) affected			ervice unit(s) affected
Name/Function o	r Depart/Date/Sigr	n. Name/Function or I	lepart./Date/Sign. N	ame/Functio	n or Depart./Date/Sign.	Name/Funct	ion 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:

My s	My SupplyOn > My Workspace > Concession Overview Contact Help for this page Print										
Ac	tive filter: Supplyon Default						Hide Se	earch Area			
Qu	ick Search Advanced Search										
1.0	*			Add line Delete line		My search profiles					
1	Search Reset										
	ncession Management Servio										
	ument. (Maximum classifica her level)	lion level of unprotected	a liles is BoostAerospa	ce maustry Coniidentia	r , reier to your con	ripany rules & security too	ns to protect data cia	ssilled at a			
	Create NCR Concession	n Overview									
	SupplyOn Def. View 🗸	Manage					Rese	et all Filters			
	NCR Supplier Reference	Status	Cust. Group	Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P			
	<u>1234</u>	DRAFT	trg-TRAINING@ C	SMN-027 FC1	CMN-027 FC1	OOC-027	Judy Jillings	+44 1179 (
	•							•			
		elete Print Back Send	t E-Mail History								
1	entry: Select all Matches	on Page Select all I	Matches Clear Sele	ction Entries per pa	ge 50 💌	First Previous	Page 1 of 1	Next Last			

- 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

Ownload 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'.

X	· 19 ·	(1 - 6	-	Robert State	an lunion				Book	L - Micros	oft Excel									X
File	e H	ome	Insert P	age Layout	Formulas	Data	Review	View											۵ 🕜 🗆	₽ X
Fron	n From	Text	From Other Sources *	Existing Connections	Refresh All *	Connection Properties Edit Links	Z + 2	ort Filter	My Advance	Text to	D Remove ns Duplicates			te What-If Analysis *	Group L	Jngroup Sub	etotal	now Detail ide Detail		
_	A1		ernal Data	fx	Co	nnections		Sort & Fi	lter			Data Too	ls			Outli	ne	Gi.		
		1	• (-	-	-	-	-								-	-	-	-	-	-
	Α	В	C	D	E	F	G	H		J	K	L	M	N	0	Р	Q	R	S	
1																				
2																				
3																				

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

Text Import Wizard - Step 1 of 3								
The Text Wizard has determined that your data is Delimited.								
If this is correct, choose Next, or choose the data type that best describes your data.								
Original data type								
Choose the file type that best describes your data: O Delimited - Characters such as commas or tabs separate each field.								
Fixed width - Fields are aligned in columns with spaces between each field.								
Start import at row: 1 File origin: Windows (ANSI)								
Preview of file C:\Users\pma154\Desktop\20131016_081307_NCR_1234.csv.								
<pre>1 "NCR Supplier Reference"; "Supplier Revision"; "NCR Customer Reference"; "NC 2 NCR HEAD_SUPPREFNO; NCR_HEAD_SUPPREV; NCR_HEAD_CUSTREFNO; NCR_HEAD_CUSTREV;] 3 "1234"; "1";;; "trg-TRAINING@ CUSTOMER"; "TECUS"; "trg-TRAINING@ SupAirfoil \$ 4 5</pre>								
4								
Cancel < Back <u>N</u> ext > <u>Finish</u>								



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

Text Import Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Delimiters
Image: Semicolon Image: Treat consecutive delimiters as one Image: Comma Text qualifier:
Space
Data <u>p</u> review
NCR Supplier Reference Supplier Revision NCR Customer Reference NCR Custome NCR_HEAD_SUPPREFNO NCR_HEAD_SUPPREV NCR_HEAD_CUSTREFNO NCR_HEAD_CT 1234 1
4
Cancel < <u>B</u> ack <u>N</u> ext > <u>E</u> inish

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

Text Import Wizard - Step 3 of 3	१ ×
This screen lets you select each col Column data format © General	umn and set the Data Format.
⊡ate: DMY ▼	'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Do not import column (skip) Data preview	
Text	Text Text
NCR Supplier Reference NCR HEAD SUPPREFNO	Supplier Revision NCR Customer Reference NCR Custome NCR_HEAD_SUPPREV NCR_HEAD_CUSTREFNO NCR_HEAD_CU
1234	1
•	•
	Cancel < <u>B</u> ack Next > <u>Finish</u>

You should see the following .CSV file in MS Excel:

	Α	В	С	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			<u>(</u>	Contact Help for this	s page Print					
Active filter: Supplyon Default				Hide Se	earch Area					
Quick Search Advanced Search										
Add line Delete line My search profiles Search Reset Manage •										
Concession Management Service security reminder. Don't forget to apply the 2 security golden rules "Classification check" & "Antivirus check" before uploading/downloading any occument. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a igher level) Create NCR Concession Overview										
SupplyOn Def. View V Manage •				Rese	et all Filters					
NCR Supplier Reference Status	Cust. Group Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P					
☐ <u>1234</u> DRAFT	trg-TRAINING@ C SMN-027 FC1	CMN-027 FC1	OOC-027	Judy Jillings	+44 1179 (
•	III				۱.					
Details Download Upload Delete Print Back Send	E-Mail History									
1 entry: <u>Select all Matches on Page</u> Select all M	Alatches Clear Selection Entries per page	ge 50 💌	First Previous	Page 1 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 C	verview > NCR Details		Contact Help for this page	Print
Concession Management Service security rem	ninder: Don't forget to apply the 2 security golden			
(Maximum classification level of unprotected fil	les is "BoostAeroSpace Industry Confidential", rei	fer to your company rules & security tools to pro	tect 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:		Material Model:	Qualification Model	
Order Information				
Affected PO/PO Line:			Search PO Line	
Serial Numbers:		_	Create/Edit	Ξ
Batch Number:	88999	Affected Quantity:	2	
Analysis				
Detected During:	Manufacturing cycle	Date Of Observation:		
Related NCR:		Gravity:		
Root Cause:	Wrong tooling / program	Corrective Action:	Update working instruction / Program	
Customer RFD/RFW reference:		Supplier RFD/RFW reference:		
Disposition:		Limitation:		
Category:		Product Category:	~	-
Send NCR Save Actions Delete Print E	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:

<u>My SupplyOn > My Workspace > Concession Overview</u>			<u>C</u>	ontact Help for this	page Print					
Active filter: Supplyon Default				Hide Sea	arch 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 occument. (Maximum classification level of unprotected files is "BoostAeroSpace Industry Confidential", refer to your company rules & security tools to protect data classified at a igher level) Create NCR Concession Overview										
SupplyOn Def. View V Manage				Reset	t all Filters					
NCR Supplier Reference Status	Cust. Group Supp. Mat. No.	Cust. Mat. No.	Ord. Off. Code	Ord. Off. Name	Ord. Off. P					
DRAFT	trg-TRAINING@ C SMN-027 FC1	CMN-027 FC1	00C-027	Judy Jillings	+44 1179 (
					•					
Details Download Upload Delete Print Back Send	d E-Mail History									
1 entry: <u>Select all Matches on Page</u> Select all 1	Matches Clear Selection Entries per pa	ge 50 🗸	First Previous F	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:

My SupplyOn > My Workspace > Concession Overview > NCR Details
 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
Spares order to crieck		≤	0	v	≤	CHINGELLED	v	v	Aleit Overview
Collab. rejected by customer	0		0		0	PARTIALLY SHIPPED	1	2	Master Data
Collab. rejected by supplier	0		0		0	SHIPPED	0	0	Material Master Data
Accepted by customer but penalised	0		0		0	PARTIALLY RECEIVED	1	<u>1</u>	
Non collaborative change	1		1		<u>1</u>	RECEIVED	<u>3</u>	<u>3</u>	Desp. Adv. Settings
Late despatch advice	1	1	0	0	<u>1</u>	Total	20	<u>26</u>	Supplier Organisation Settings
No goods receipt	<u>3</u>	0	1	2	<u>3</u>	Concession Management Summary			Language
VMI						Status	New	Total	English
Stock out: Stock on Hand	0	0			0	OPEN	0	1	Lingilon
Below Min: Stock on Hand	0	0			0	INCOMPLETE	0	0	
Below Signal: Stock on Hand	0			0	0	WORK IN PROGRESS (WIP)	0	0	
Above Max: Stock on Hand	1		1		1	SUSPENDED PENDING SUPPLIER ACTION (SPSA)	0	0	
Stock out: Projected Stock	1	1	-		1	ACCEPTED PENDING CUSTOMER ACTION (APCA)	0	0	
Below Min: Projected Stock	2	2			2	USE AS IS	0	0	
Above Max: Projected Stock	1	-	1		1	REWORK	0	0	
	-		-		-	REPAIR	0	0	
Despatch Advice v						SCRAP	0	0	
Draft					0	Total	0	1	
Error					0			_	
Claimed UE					0				E
Stock Information 👻									
Self Billing Invoice									
Unread SBI (by supplier)	3			3	3				
Material Master Data									
New material created	<u>32</u>								
Updated VMI parameters	0								
Concession v									
Draft	0		0		0				
Rejected	0		0		0				
I									



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:

					Contact Help for this page Print
My SupplyOn > My Workspac	e > My Workspace Configuration				Contact Help for this page Print
My Workspace Configurat	ion Inventory Projection Configuration				
Active filter					<u>^</u>
Customer Group:	(all) 🗸	Supplier Group:	trg-TRAINING@ SupAirfoil SO		
	Clear Selection		Clear Selection	Save configuration	
Customer Organisation:	(all) 👻	Supplier Organisation:	(all) 🗸	Supplyon Default	✓ Manage ▼
	Clear Selection		Clear Selection		
Cust. Site (Code):	(all) 👻	Supplier Site_City:	(all) 🗸		
	Clear Selection		Clear Selection		
Ord. Off. Name (Code):	(all) 🗸	Supplier Planner Code:	(all) 🗸		
	Clear Selection		Clear Selection		
Display rows					
Process / Alert Matrix Forecast Supplier to review Supplier to commit Demand Delta Purchase Orders Collab rejected by Collab rejected by Collab rejected by Collab rejected by Non collaborative c Late despatch adv No goods receipt Comment on non-c VMI Stock out Stock on Below Min: Stock ou Stock out Stock on Stock out Stock on	t eck customer supplier ner but penalised hange cce collaborative data updated Hand n Hand k on Hand in Hand d Stock		PO Summary ↓ New ORDER PUBLISHED ↓ SUPPLIER ACCEPTED WITH CHANGES ↓ OPEN ↓ SUPPLIER CHANGE ORDER REQUEST ↓ CUSTOMER CHANGE ORDER REQUEST ↓ CUSTOMER CHANGE ORDER REQUEST ↓ CANCELLED ↓ PARTIALLY SHIPPED ↓ PARTIALLY SHIPPED ↓ PARTIALLY SHIPPED ↓ PARTIALLY RECEIVED ↓ RECEIVED ↓ Total NCR Summary ↓ OPEN ↓ Total NCR Summary ↓ OPEN ↓ NCOMPLETE ↓ WORK IN PROGRESS (WIP) ↓ SUSPENDED PENDING SUPPLER ACTIO ↓ SUSPENDED PENDING SUPPLER ACTIO ↓ USE AS IS ↓ REWORK ↓ REPAR		F

- 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.

	¥	Manage 🔻
Supplyon De		



• Now tick the box under KPI: 'OTD lines to collaborate'.

Note: a customer user can only select the 'Rejected' alert.

<u>My SupplyOn > My Workspace > M</u>	y Workspace Configuration			Contact Help for this page Print
My Workspace Configuration	Inventory Projection Configuration			
Supplier to commit Demand Delta Purchase Orders Spares order to check Collab. rejected by custor Collab. rejected by suppl Accepted by customer bu Non collaborative change Late despatch advice No goods receipt Comment on non-collabo	ier It penalised 9		OPEN SUPPLIER CHANGE ORDER REQUEST CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST CANCELLED PARTIALLY SHIPPED SHIPPED PARTIALLY RECEIVED RECEIVED Total	•
 Stock out: Stock on Hand Below Min: Stock on Han Below Signal: Stock on Han Above Max: Stock on Han Stock out: Projected Stoc Below Min: Projected Stoc Above Max: Projected Stoc 	d land d k ck			
Despatch Advice Draft Claimed UE Self Billing Invoice Unread SBI (by supplier) Material Master Data New material created Updated VMI parameters KPI V OTD lines to collaborate				E
		Back		

- 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 Workspac	e > My Workspace Configuratio	n			Contact Help for this page F
My Workspace Configurat	ion Inventory Projection Conf	iguration			
Active filter					
Customer Group:	PD_AIRBUS Clear Selection	Supplier Group:	(all) <u>Clear Selection</u>	•	Save configuration
Customer Organisation:	(all) <u>Clear Selection</u>	Supplier Organisation:	(all) Clear Selection	*	OTD/KPI Manage •
Cust. Site (Code):	(all) V Clear Selection	Supplier Site_City:	(all) Clear Selection	*	
Ord. Off. Name (Code):	(all) Clear Selection Add Ord. Officer	Supplier Planner Code:	(all) Clear Selection	*	
Purchasing Group:	(all) Clear Selection Add Purch Group				

- 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	e							C	ontact Help for this page Print
								Benno Lu	ither / TST_BY_AFR_ADMRW
Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast 👻						Total	<u>1066</u>	<u>>5000</u>	OTD/KPI 🗸
Purchase Orders									My Workspace Configuration
VMI									Inventory Projection Configuration
Despatch Advice 👻									Summary
Stock Information 👻									Alert Overview
Self Billing Invoice									Master Data
Material Master Data									Material Master Data
KPI 👻									Customer Site Settings
OTD lines to collaborate					5				Language
						•			English 🗸
									v5.0.0.20

• Access the 'OTD Collaboration' screen:



You should see the following 'OTD Collaboration' screen (supplier):

uick Search Advanced Se	arch							
Active	✓ equal to		✓ YES	*	Add line Delete line			
Search Reset								
OTD Collaboration	DTD KPI Result	<u>ts</u>						
FR2014-OTD	✓ Ma	anage •						
PO 🔺	PO Line	PO S	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Requ	Goods Arrival Date	Initial Grading
FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY
FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
FR2014-OTD-10	0010	001	CLOSED	2014-09	FR-2014-10	09/07/2014	09/10/2014	LATE
FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
SSW FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
SSW20140820-TST-8	<u>00010</u>	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
SSW20140820-TST-8	<u>00020</u>	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
SSW20140820-TST-8	00030	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
SSW20140820-TST-8	00060	00001	4					

203 entries: Select all Matches on Page Select all Matches Clear Selection

Entries per page 100 💌

- 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.

M	y SupplyOn > My Worksp	ace	> KPI					Contact	Help for this page Pr	<u>int</u>
	Active filter: Supplyon Defa								Hide Search Area	
	Active	¥	equal to	~	YES	~	Delete line	My search profiles		
	Overall Collab Status	~	equal to	~		v	add line Delete line	Supplyon Def. Search	✓ Manage ▼	
	Search Reset						-			

- 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'.



My SupplyOn > My Workspace > K	(PI			Contact	Help for this page Prin
 Profile created. 					
Active filter: Supplyon Default Quick Search Advanced Search					Hide Search Area
			Dalata lina	My agarah profiles	
Active 🗸 eq	ual to 🗸 🗸	YES 🗸	Delete line	My search profiles	
Overall Collab Status 🛛 👻 eq	jual to 🗸 🗸	×	Add line Delete line	OTD_NEW	✓ Manage ▼
Search Reset					

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.

Process / Alert Matrix						PO Summary			User Configuration
	New	High	Med	Low	Total	Status	New	Total	Active filter
Forecast 👻						NEW ORDER PUBLISHED	1721	1726	Supplyon Default
Customer to review	4	207	1		208	SUPPLIER ACCEPTED WITH CHANGES	0	<u>331</u>	My Workspace
Supplier to commit	± 1453	1427	30		1457	OPEN	<u>65</u>	<u>928</u>	Configuration
Demand Delta	5	10	0		1457	SUPPLIER CHANGE ORDER REQUEST	0	<u>72</u>	Inventory Projection
	2	10	0		10	CUSTOMER CHANGE ORDER REQUEST	<u>102</u>	102	Configuration
Purchase Orders						CANCELLATION REQUEST	<u>4</u>	7	Despatch Advice Configuration
Spares order to check	<u>158</u>	0	0	<u>165</u>	<u>165</u>	CANCELLED	<u>29</u>	<u>32</u>	Conliguration
Collab. rejected by customer	<u>36</u>		<u>43</u>		<u>43</u>	PARTIALLY SHIPPED	<u>39</u>	<u>48</u>	Summary
Collab. rejected by supplier	<u>3</u>		<u>11</u>		<u>11</u>	SHIPPED	<u>79</u>	<u>108</u>	Alert Overview
Accepted by customer but pe	<u>15</u>		<u>24</u>		<u>24</u>	PARTIALLY RECEIVED	<u>3191</u>	<u>3202</u>	Master Data
Non collaborative change	<u>175</u>		<u>175</u>		<u>175</u>	RECEIVED	<u>339</u>	<u>381</u>	
Late despatch advice	<u>6</u>	<u>5</u>	<u>1</u>	0	<u>6</u>	Total	<u>>5000</u>	<u>>5000</u>	Material Master Data
No goods receipt	<u>3456</u>	<u>2778</u>	<u>678</u>	2	<u>3458</u>				Desp. Adv. Settings
VMI									Supplier Organisation Settings
Stock out: Stock on Hand	<u>53</u>	<u>53</u>			<u>53</u>				
Below Min: Stock on Hand	0	0			0				Language
Below Signal: Stock on Hand	0			0	0				English
Above Max: Stock on Hand	0		0		0				Admin
Stock out: Projected Stock	<u>58</u>	<u>58</u>			<u>58</u>				EDI Integration
Below Min: Projected Stock	<u>47</u>	<u>47</u>			<u>47</u>				EDrintegration
Above Max: Projected Stock	0		0		0				v5.0.0.1
Despatch Advice 💌									
Draft					<u>5</u>				
Error					0				
Claimed UE					<u>17</u>				
Stock Information 💌									
Self Billing Invoice									
Unread SBI (by supplier)	0			0	0				
Material Master Data									
New material created	<u>2471</u>								
Updated VMI parameters	<u>20</u>	_							
KPI OTD KPI Results	\cap								
OTD II OTD Collaboration	S	1			<u>79</u>				



You should see the screen displaying the 'OTD Collaboration' tab as shown below:

ctive filter: OTD/KPI uick Search Advanced Sea	rch						1	Hide Search Area
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OTD Collaboration O	TD KPI Resu	<u>ilts</u>						
FR2014-OTD	✓ Manage							Reset all Filter
PO 🔺	PO Line	PO	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req	Goods Arrival Date	Initial Gradi
FR2014-OTD-02	<u>0010</u>	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARL
FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
SSW FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
SSW FR2014Z-07	<u>0010</u>	<u>001</u>	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
SSW FR2014Z1-07	<u>0010</u>	<u>001</u>	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
<u>SSW20140820-TST-</u>	00010	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
<u>SSW20140820-TST-</u>	00020	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
<u>SSW20140820-TST-</u>	00030	<u>00001</u>	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<u>SSW20140820-TST-</u>	00060	<u>00001</u>	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<u>SSW20140820-TST-</u>	<u>00070</u>	<u>00001</u>		2014-06	OTD-R2014/2	06/01/2017	06/03/2017	
Back Send E-Mail Downlo	ad - Accep	t Reject	Reopen					

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 calender' defined by the customer. The supplier can display the Collaboration End date.

Display the column 'Supplier Collab End date'



	earch Reset	equal to		▼ YES	~	Add line Delete	line	My search prof Supplyon Def.		rch 🔻 Mana	ige ▼
0	TD Collaboration	TD KPI Resu	Its								
F	R2014-OTD	✓ Manage.									Reset all Filter
	PO 🔺	PO Line	PO	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Su	pplier Collab	Las	t Agreed Req	Goods Arrival I
]	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	A↓ s	Sort Ascending	09/	08/2014	09/10/2014
]	FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	ZI S	Sort Descending	09/	21/2014	09/10/2014
]	FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	-		10/	02/2014	09/10/2014
]	FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06		Lock		Supp. Mat. No.	
1	FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	1	Unlock		Supp. No.	
1	FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09		Columns 🕨		Supp.Loc.No.	
1	FR2014-OTD-11	0010	001	NEW	2014-09	FR-2014-11				Supplier Cause	
]	SSW FR2014Y-07	0010	001	CLOSED	2014-08	FR-2014-07	F	Filters		Supplier Collab E	nd Date
1	SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	09	/12/2014		Supplier Collab S	tatus
1	SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	09	/12/2014		Supplier Collab Ti	imestamp
1	SSW20140820-TST	00010	00001	CLOSED	2014-06	OTD-R2014/2	09	/12/2014		Supplier Collabor	ated
	SSW20140820-TST	00020	00001	CLOSED	2014-07	OTD-R2014/2	09	/12/2014		Supplier Evidence	e
1	SSW20140820-TST	00030	00001	CLOSED	2014-06	OTD-R2014/2	09	/12/2014		Supplier Group N	ame
1	SSW20140820-TST	00060	00001	CLOSED	2014-06	OTD-R2014/2	09	/12/2014		Supplier Material	Description
1	SSW20140820-TST	00070	00001		201/-06	OTD_R2014/2	na	110/001/		Supplier Planner	Code
				< III						Supplier Site	



12.3.1 Perform "ACCEPT"-action

- Select one OTD line with the Status 'NEW' •
- Click on 'Accept' •

Active filter: Supplyon Defau Quick Search Advanced Searc							Hide Search A	rea
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PO	PO Line	PO Schedule Line	>	Late from	Overa	ll Collab Status	Supplier Collab Timestamp	S
7 TST-8722 MHR5	00010	00001	2014	17.08.2014	NEW			
			K					

- Open the dropdown menu
 - Choose a supplier cause •

•

© SupplyOn AG



<u>My SupplyOn</u> > <u>My Workspace</u> > KPI			Contact Help for this page Prin
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OTD Collaboration OTD KPI Results			
SupplyOn Def. View V Manage.			Reset all Filters
PO PO PO	5)	×	Supplier Collab Timestamp Sup
▼ TST-8722 MHR5 000 Attention: this action applie	s to all selected OTD lines		
Supplier cause:		~	
Supplier evidence:			
	Cancel Save		
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Back Send E-Mail Download Accept Reject			
1 entry Select all Matches on Page Select all Matches Clear			evious Page 1 of 1 Next »

• Press 'Save'

• The system changes the status

Quick Search Advanced	efault Search								
Active Search Reset	▼ equal to		¥	YES	✓ Add line	e <u>Delete line</u>	My search prof Supplyon Def.		ge ▼
OTD Collaboration	OTD KPI Res	ults							
SupplyOn Def. View	▼ Manage	ə -				2	6	1	Reset all Filters
PO SSW20140917-TST	PO Line	PO Sched 00001	. :c. Col LY	Early to 08.09.2014	Late from 14.09.2014	Supplier Collab Statu: ACCEPTED	Customer Collab Status	Overall Collab Statu CLOSED	s Supplier C
TST-8656 MHR1	00010	00001	LY	18.08.2014	24.08.2014	OPEN	NEW	NEW	
<u>TST-8747</u>	00060	00001	LY	22.09.2014	28.09.2014	OPEN	NEW	REOPEN	
TST-8747-1	00060	00001	LY	22.09.2014	28.09.2014	REJECTED	OPEN	OPEN	07.10.201
TST-8666	00020	00001	LY	22.09.2014	28.09.2014	REJECTED	REJECTED	CLOSED	23.09.201
TST-8666	00030	00001	LY	22.09.2014	28.09.2014	REJECTED	REJECTED	CLOSED	23.09.201
TST-8662	00010	00001	LY	22.09.2014	28.09.2014	ACCEPTED	ACCEPTED	CLOSED	08.10.201
<u>TST-8749</u>	00010	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
<u>TST-8749</u>	00020	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
<u>TST-8749</u>	00030	00001	LY	25.09.2014	01.10.2014	ACCEPTED	ACCEPTED	CLOSED	
TST-8752-1	00010	00001	LY	25.09.2014	01.10.2014	REJECTED	OPEN	OPEN	26.09.201
TST-8752-1	00020	00001		25.09.2014	01.10.2014	REJECTED	ACCEPTED	CLOSED	26.09.201
TST-8752-1	00030	00001	•						•

- 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'

Advanced Search								
Active v eq	ual to	YES		✓ Add line Delete	line	My search pro	files	
Search Reset						Supplyon Def.	Search 👻 Manage	•
OTD Collaboration OTD K	PI Results							
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PO	PO Line	PO Schedule Line	е	Collab Grading	Early to	Late from	Overall Collab Status	Supplier
TST-8656 MHR2	00010	00001		VERY EARLY	18.08.2014	24.08.2014	CLOSED	11.09.20
TST-8658 MHR3	00010	00001		ON TIME	18.08.2014	24.08.2014	CLOSED	19.08.20
TST-8662 MHR2	00010	00001		VERY EARLY	19.08.2014	25.08.2014	NEW	
TST-8706 MHR1	00010	00001		VERY EARLY	09.08.2014	15.08.2014	NEW	
TST-8707 MHR1	00010	00001		VERY EARLY	09.08.2014	15.08.2014	NEW	
TST-8708 MHR1	00010	00001		VERY EARLY	09.08.2014	15.08.2014	NEW	
SSW20140820-TST-8782	00010	00001		VERY LATE	22.05.2014	02.06.2014	NEW	
SSW20140820-TST-8782	00020	00001		EARLY	10.07.2014	21.07.2014	NEW	
SSW20140820-TST-8782	00030	00001		EARLY	22.05.2014	02.06.2014	NEW	
SSW20140820-TST-8782	00060	00001		LATE	18.06.2014	29.06.2014	NEW	
SSW20140820-TST-8782	00070	00001		LATE	22.05.2014	02.06.2014	OPEN	02.09.20
SSW20140820-TST-8782	00080	00001		VERY LATE	14.06.2014	25.06.2014	NEW	
SSW20140820-TST-8782	00090	00001		VERY LATE	14.06.2014	25.06.2014	NEW	
SSW20140820-TST-8782-1	00010	00001		VERY EARLY	21.06.2014	02.07.2014	NEW	
Back Send E-Mail Download -	Accept Reject	00004	•					4

- 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.



<u>My SupplyOn</u> > <u>My Workspace</u> Active filter: <i>Supplyon Defaul</i> <u>Quick Search</u> Advanced Search	It						Contact Help for t	his page Prin Search Area
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SupplyOn Def. View	✔ Manage ▼	Action REJECT on OTD	line(s)			×		
PO	PO Line						Overall Collab Status	Supplier Co
TST-8656 MHR2	<u>00010</u>	Attention: this action	applies to all select	ed OTD lines		14	CLOSED	11.09.20 🔺
TST-8658 MHR3	<u>00010</u>	Supplier cause:				Ƴ 14	CLOSED	19.08.20
✓ TST-8662 MHR2	<u>00010</u>	Supplier evidence:				14	NEW	
TST-8706 MHR1	<u>00010</u>					14	NEW	
TST-8707 MHR1	<u>00010</u>					14	NEW	E
TST-8708 MHR1	<u>00010</u>		Cancel	Save		14	NEW	
SSW20140820-TST-8782	<u>2 00010</u>	<u>00001</u>		VERY LATE	22.05.2014	02.06.2014	NEW	
SSW20140820-TST-8782	<u>2 00020</u>	00001		EARLY	10.07.2014	21.07.2014	NEW	
SSW20140820-TST-8782	<u>2</u> <u>00030</u>	00001		EARLY	22.05.2014	02.06.2014	NEW	
SSW20140820-TST-8782	<u>2</u> <u>00060</u>	00001		LATE	18.06.2014	29.06.2014	NEW	
SSW20140820-TST-8782	<u>2</u> <u>00070</u>	00001		LATE	22.05.2014	02.06.2014	OPEN	02.09.20
SSW20140820-TST-8782	<u>2</u> <u>00080</u>	00001		VERY LATE	14.06.2014	25.06.2014	NEW	
SSW20140820-TST-8782	<u>2 00090</u>	00001		VERY LATE	14.06.2014	25.06.2014	NEW	
SSW20140820-TST-8782	<u>2-1</u> <u>00010</u>	00001		VERY EARLY	21.06.2014	02.07.2014	NEW	Ψ.
COM/20140020 TOT 0704		00004	<					•
Back Send E-Mail Download	d - Accept Rej	iect						
83 entries: Select all Mate	ches on Page	Select all Matches	Clear Selection	Entries per page	e 20 💌		ous Page 1 of 5	<u>Next</u> Last

• Press 'Save'

• The system changes the status

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OTD Collaboration	OTD KPI Res	ults				
SupplyOn Def. Vie	w Manage	e ▼				Reset all Filter
PO	PC	Line PO	Schedule Line	Overall Collab Status	Customer Collab Status	Supplier Collab Stat
] <u>TST-8656 MHR</u>	2 00	<u>010</u> 000	01	CLOSED	ACCEPTED	ACCEPTED
] <u>TST-8658 MHR</u>	<u>3 00</u>	<u>010</u> 000	01	CLOSED	ACCEPTED	REJECTED
] <u>TST-8662 MHR</u>	2 00	<u>010</u> 000	01	CLOSED	ACCEPTED	REJECTED
] <u>TST-8706 MHR</u>	<u>1 00</u>	<u>010</u> 000	01	CLOSED	ACCEPTED	REJECTED
] TST-8707 MHR	<u>1 00</u>	<u>010</u> 000	01	CLOSED	ACCEPTED	ACCEPTED
] TST-8708 MHR	<u>1 00</u>	010 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	010 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	020 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	030 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	060 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	070 000	01	OPEN	OPEN	REJECTED
SSW20140820-	TST-8782 00	080 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782 00	090 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782-1 00	<u>010</u> 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782-1 00	020 000	01	CLOSED	ACCEPTED	ACCEPTED
SSW20140820-	TST-8782-1 00	030 000	01 1			+

• 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.





Forecast I Image: Customer to review Customer to review Supplier to commit 1. Demand Delta Image: Customer to review Image: Customer to check 1 Spares order to check 1 Collab. rejected by customer Image: Customer to the customer tothe customer to the customer to the custom	ew 4 553 5 5 5 8 6 6 3 5 5 7 5 5 5 6	High <u>207</u> <u>1427</u> <u>10</u> 0	Med <u>1</u> <u>30</u> 0 <u>43</u> <u>11</u> 24	Low <u>165</u>	Total <u>208</u> <u>1457</u> <u>10</u> <u>165</u> <u>12</u>	Status NEW ORDER PUBLISHED SUPPLIER ACCEPTED WITH CHANGES OPEN SUPPLIER CHANGE ORDER REQUEST CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST CANCELLED	New <u>1721</u> 0 <u>65</u> 0 <u>102</u> <u>4</u>	Total <u>1726</u> <u>331</u> <u>928</u> <u>72</u> <u>102</u> <u>7</u>	Active filter Supplyon Default My Workspace Configuration Inventory Projection Configuration
Customer to review Supplier to commit 12 Demand Delta Purchase Orders Spares order to check 1 Collab. rejected by customer 2 Collab. rejected by supplier Accepted by customer but pe 2 Non collaborative change 1 Late despatch advice No goods receipt 32 VMI Stock out: Stock on Hand 4 Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock 4	53 55 58 6 3 5 75 5	<u>1427</u> <u>10</u> 0	30 0 43 11	<u>165</u>	<u>1457</u> <u>10</u> <u>165</u>	SUPPLIER ACCEPTED WITH CHANGES OPEN SUPPLIER CHANGE ORDER REQUEST CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST	0 <u>65</u> 0 <u>102</u>	331 928 72 102	Supplyon Default <u>My Workspace</u> <u>Configuration</u> <u>Inventory Projection</u> <u>Configuration</u>
Customer to review Supplier to commit 12 Demand Delta Purchase Orders Spares order to check 1 Collab. rejected by customer 2 Collab. rejected by supplier Accepted by customer but pe 2 Non collaborative change 1 Late despatch advice No goods receipt 32 VMI Stock out: Stock on Hand 4 Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock 4	53 55 58 6 3 5 75 5	<u>1427</u> <u>10</u> 0	30 0 43 11	<u>165</u>	<u>1457</u> <u>10</u> <u>165</u>	OPEN SUPPLIER CHANGE ORDER REQUEST CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST	<u>65</u> 0 <u>102</u>	928 72 102	Configuration Inventory Projection Configuration
Supplier to commit 12 Demand Delta	53 55 58 6 3 5 75 5	<u>1427</u> <u>10</u> 0	30 0 43 11	<u>165</u>	<u>1457</u> <u>10</u> <u>165</u>	SUPPLIER CHANGE ORDER REQUEST CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST	0 <u>102</u>	<u>72</u> <u>102</u>	Inventory Projection Configuration
Demand Delta Purchase Orders Spares order to check 1 Collab. rejected by customer Collab. rejected by supplier Accepted by customer but pe Non collaborative change 1 Late despatch advice No goods receipt 3- 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 4	<u>58</u> 6 3 5 75 5	<u>10</u> 0	0 0 <u>43</u> 11	<u>165</u>	<u>10</u> <u>165</u>	CUSTOMER CHANGE ORDER REQUEST CANCELLATION REQUEST	102	102	Configuration
Purchase Orders Spares order to check 1 Collab. rejected by customer 2 Collab. rejected by supplier 2 Accepted by customer but pe 2 Non collaborative change 1 Late despatch advice 3 VMI 2 Stock out: Stock on Hand 5 Below Min: Stock on Hand 5 Below Signal: Stock on Hand 4 Above Max: Stock on Hand 5 Stock out: Projected Stock 5	58 6 3 5 75 5	0	0 <u>43</u> <u>11</u>	<u>165</u>	<u>165</u>	CANCELLATION REQUEST			
Spares order to check 1 Collab. rejected by customer 3 Collab. rejected by supplier Accepted by customer but pe 1 Non collaborative change 1 Late despatch advice No goods receipt 3 VMI Stock out: Stock on Hand 4 Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock 4	6 3 5 75 2		<u>43</u> <u>11</u>	<u>165</u>			<u>4</u>	7	
Collab. rejected by customer 3 Collab. rejected by supplier 3 Accepted by customer but pe 1 Accepted by customer but pe 1 Late despatch advice 1 No goods receipt 3 VMI 3 Stock out: Stock on Hand 4 Below Min: Stock on Hand 4 Below Signal: Stock on Hand 4 Above Max: Stock on Hand 5 Stock out: Projected Stock 5	6 3 5 75 2		<u>43</u> <u>11</u>	<u>165</u>				-	Despatch Advice
Collab. rejected by supplier Accepted by customer but pe Non collaborative change Late despatch advice No goods receipt <u>VMI</u> Stock out: Stock on Hand Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock	<u>3</u> 5 75 <u>5</u>		<u>11</u>		40	CANCELLED	29	32	Configuration
Accepted by customer but pe 1 Non collaborative change 1 Late despatch advice No goods receipt 3 VMI Stock out: Stock on Hand 1 Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock 1	5 75 2				<u>43</u>	PARTIALLY SHIPPED	39	48	Summary
Non collaborative change 1 Late despatch advice No goods receipt 32 <u>VMI</u> Stock out: Stock on Hand 8 Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock 5			24		<u>11</u>	SHIPPED	<u>79</u>	108	Alert Overview
Late despatch advice No goods receipt 24 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	<u>6</u>		27		24	PARTIALLY RECEIVED	<u>3191</u>	3202	Master Data
No goods receipt 34 VMI Stock out: Stock on Hand 8 Below Min: Stock on Hand 8 Below Signal: Stock on Hand 4 Above Max: Stock on Hand 5 Stock out: Projected Stock 8			<u>175</u>		175	RECEIVED	339	<u>381</u>	Master Data
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	<u>56</u>	<u>5</u>	<u>1</u>	0	<u>6</u>	Total	>5000	>5000	Material Master Data
Stock out: Stock on Hand Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock		2778	<u>678</u>	2	3458				Desp. Adv. Settings
Below Min: Stock on Hand Below Signal: Stock on Hand Above Max: Stock on Hand Stock out: Projected Stock									Supplier Organisation Settings
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Above Max: Stock on Hand Stock out: Projected Stock)	0			0				Language
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	8	<u>58</u>			<u>58</u>				EDI Integration
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Above Max: Projected Stock)		0		0				v5.0.0.1
Despatch Advice 💌									
Draft					<u>5</u>				
Error					0				
Claimed UE					<u>17</u>				
Stock Information									
Self Billing Invoice									
Unread SBI (by supplier))			0	0				
Material Master Data									
	<u>71</u>								
Updated VMI parameters	0								
KPI V OTD KPI Results					79				



You should see the screen displaying the 'OTD Collaboration' tab as shown below:

ctive filter: OTD/KPI uick Search Advanced Sea	rch						!	Hide Search Area
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FR2014-OTD-02	<u>0010</u>	<u>001</u>	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE
FR2014-OTD-04	<u>0010</u>	<u>001</u>	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY
FR2014-OTD-05	<u>0010</u>	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARL
FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE
FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE
FR2014-OTD-09	0010	001	NEW	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE
FR2014-OTD-11	<u>0010</u>	<u>001</u>	NEW	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE
SSW FR2014Y-07	<u>0010</u>	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE
SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE
SSW20140820-TST	00010	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	07/01/2014	VERY LATE
SSW20140820-TST	00020	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
SSW20140820-TST	00030	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
SSW20140820-TST	00060	00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<u>SSW20140820-TST-</u>	<u>00070</u>	<u>00001</u>		2014-06	OTD_R2014/2	06/01/2017	06/03/2017	
Back Send E-Mail Downlo	ad - Accept	Reject	Reopen					

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 calender' 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'



ctive filter: Supplyon Default luick Search Advanced Search							Hide Sea	irch Area
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TST-8656 MHR2	00010	00001	2014-08	AZ Sort Ascending	TOF	K-N08-PG-L5728	1571-00-000	19.08.
TST-8658 MHR3	00010	00001	2014-08	Z Sort Descending	TOF	K-N08-PG-L5728	1571-00-000	19.08.
TST-8662 MHR2	00010	00001	2014-08	0	TOF	K-N08-PG-L5728	1571-00-000	20.08
TST-8706 MHR1	00010	00001	2014-08	🔒 Lock	Allow (TD Collaboration	<u>1-00-000</u>	10.08
TST-8707 MHR1	00010	00001	2014-08	🕑 Unlock	Collab (Grading	1-00-000	10.08
TST-8708 MHR1	00010	00001	2014-08	Columns 🕨	Cust. G	roup	= <u>1-00-000</u>	10.08
SSW20140820-TST-8782	<u>00010</u>	00001	2014-06	Filters	Cust. M	at. Desc.	<u>1-00-000</u>	01.06
SSW20140820-TST-8782	00020	00001	2014-07		Cust. M	at. No.	<u>1-00-000</u>	20.07
SSW20140820-TST-8782	00030	00001	2014-06	20.09.2014	Cust. O	rg.	<u>1-00-000</u>	01.06
SSW20140820-TST-8782	00060	00001	2014-06	20.09.2014	Cust. S	ite	<u>1-00-000</u>	28.06
SSW20140820-TST-8782	00070	00001	2014-06	20.09.2014	Custom	er Cause	<u>1-00-000</u>	01.06
SSW20140820-TST-8782	<u>00080</u>	00001	2014-06	20.09.2014	Custom	er Collab End Date	<u>1-00-000</u>	24.06
SSW20140820-TST-8782	<u>00090</u>	00001	2014-06	20.09.2014		er Collab Status	<u>1-00-000</u>	24.06
SSW20140820-TST-8782-	<u>1 00010</u>	00001	2014-07	20.09.2014		er Collab Timestamp	<u>1-00-000</u>	01.07
SSW20140820-TST-8782-	<u>1 00020</u>	00001	2014-07	20.09.2014		er Collaborated	<u>1-00-000</u>	20.07
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Back Send E-Mail Download	 Accept Reject 					er Group Code		



12.4.1 Perform "ACCEPT"-action

- Select one OTD line with the Status 'OPEN'
- Click on 'Accept'

1	tive filter: Supplyon Defau <u>ck Search</u> Advanced Sear Active Search Reset	ch		YES	√ Add	line <u>Delete line</u>		search profiles pplyon Def. Search	▼ Manage▼	
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ŀ	R2014-OTD	Manage.	_	Queer II Quillet Otatus	Querellies Oelleb	Quality and Quille	KDULISISS	Quet Het Ne	Reset all	1
	PO SSW20140821-TST	PO Line 00020	PO 00001	Overall Collab Status	Supplier Collab OPEN	Customer Colla NEW	KPI Horizon 2014-07	Cust. Mat. No. OTD-R2014/2	Last Agreed Req 07/21/2014	Good 07/0
	SSW20140821-TST	00030	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/01/2014	05/2
	SSW20140821-TST	00040	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/12/2014	07/0
	SSW20140821-TST	00060	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/28/2014	07/0
	SSW20140821-TST	00070	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/01/2014	06/0
	SSW20140821-TST	00080	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/24/2014	06/2
	SSW20140821-TST	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/24/2014	06/2
	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/0
	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/(
1	TST-8662 MHR2	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/20/2014	07/0
	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/26/2014	07/0
	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/10/2014	06/0
	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/0
	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/(•
	TST-8700 MHR3	00010 2	00001							•

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



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	SSW20140821-TST	00030	<u>00</u> C	Customer cause:				▼ <u>-R2014/2</u>	06/01/2014	05/2
	SSW20140821-TST	00040	<u>00</u> C	ustomer evidence:				-R2014/2	07/12/2014	07/0
	SSW20140821-TST	00060	00					I-R2014/2	06/28/2014	07/0
	SSW20140821-TST	00070	00					-R2014/2	06/01/2014	06/0
	SSW20140821-TST	00080	00		Cancel	Save		-R2014/2	06/24/2014	06/2
	SSW20140821-TST	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/24/2014	06/2
	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/0
	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/19/2014	07/0
1	TST-8662 MHR2	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/20/2014	07/0
	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/26/2014	07/0
	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/10/2014	06/0
	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/0
	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/10/2014	06/(•
	TST-8700 MHR3 ack Send E-Mail Downlos	00010	00001							4

• Press 'Save'

• The system changes the status

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	SSW20140821-TST	00020	00001	NEW 🚹	OPEN 2	NEW 3	2014-07	OTD-R2014/2	07/2
	SSW20140821-TST	00030	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
	SSW20140821-TST	00040	00001	NEW	OPEN	NEW	2014-07	OTD-R2014/2	07/1
	SSW20140821-TST	00060	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
	SSW20140821-TST	00070	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/0
	SSW20140821-TST	00080	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
	SSW20140821-TST	00090	00001	NEW	OPEN	NEW	2014-06	OTD-R2014/2	06/2
	TST-8656 MHR2	00010	00001	CLOSED	ACCEPTED	ACCEPTED	2014-08	OTD-R2014/2	08/1
	TST-8658 MHR3	00010	00001	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/1
	TST-8662 MHR2	00010	<u>00001</u>	CLOSED	REJECTED	ACCEPTED	2014-08	OTD-R2014/2	08/2
	TST-8665 MHR2	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/2
1	TST-8706 MHR1	00010	00001	OPEN	REJECTED	OPEN	2014-08	OTD-R2014/2	08/1
	TST-8707 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/1
	TST-8708 MHR1	00010	00001	NEW	OPEN	NEW	2014-08	OTD-R2014/2	08/1
В	TST-8700 MHR3 ack Send E-Mail Downlo	ad - Accept	00001 Reject	∢ III Reopen					4

- 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'

	Search Advanced Search	:h							
Acti	ve 🗸	equal to		✓ YES	*	Add line Delete line	My search prof		
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	0.	PO Line	PO	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Reg	Goods Arrival Date	Initial Gradir
	SW20140820-TST	00070	00001	OPEN	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE
-	SW20140820-TST	00080	00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
	SW20140820-TST	00090	00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
	SW20140820-TST	00010	00001	CLOSED	2014-07	OTD-R2014/2	07/01/2014	06/01/2014	VERY EARL
	SW20140820-TST	00020	00001	CLOSED	2014-07	OTD-R2014/2	07/20/2014	07/01/2014	EARLY
	SW20140820-TST	00030	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<u>s</u>	SW20140820-TST	00060	00001	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<u>s</u>	SW20140820-TST	00070	00001	CLOSED	2014-06	OTD-R2014/2	06/01/2014	06/03/2014	LATE
<u>s</u>	SW20140820-TST	00080	00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<u>s</u>	SW20140820-TST	00090	00001	CLOSED	2014-06	OTD-R2014/2	06/24/2014	07/01/2014	VERY LATE
<u>s</u>	SW20140820-TST	00010	<u>00001</u>	CLOSED	2014-07	OTD-R2014/2	07/01/2014	06/01/2014	VERY EARL
<u>s</u>	SW20140820-TST	00030	<u>00001</u>	CLOSED	2014-06	OTD-R2014/2	06/01/2014	05/15/2014	EARLY
<u>s</u>	<u>SW20140820-TST-</u>	00040	00001	CLOSED	2014-07	OTD-R2014/2	07/12/2014	07/01/2014	EARLY
<u>s</u>	<u>SW20140820-TST-</u>	00060	<u>00001</u>	CLOSED	2014-06	OTD-R2014/2	06/28/2014	07/01/2014	LATE
<u>s</u>	<u>SW20140820-TST-</u>	00070	00001		0044.00	OTD DOOM (10	0010410044	000000044	1 ATTE

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



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	PO 🔺	PO Line	PO	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req	Goods Arrival Date	Initial Grading	Grading acc. Co	V
	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE	ON TIME	*
	FR2014-OTD-04	0010	<u>001</u>	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY	EARLY	Ξ
	FR2014-OTD-05	0010	001		2014-10	EP 2014 05	10/02/2014	09/10/2014	VERY EARLY	VERY EARLY	
	FR2014-OTD-06	0010	0 Actio	on REJECT on OTD line(s))			9/10/2014	VERY LATE	VERY LATE	
	FR2014-OTD-07	0010		ention: this action applie	s to all selected	OTD lines.	0	9/10/2014	LATE	LATE	
V	FR2014-OTD-09	0010	0 CL	istomer Cause:			×	8/06/2014	LATE	LATE	
	FR2014-OTD-11	<u>0010</u>	0					9/10/2014	LATE	LATE	
	SSW FR2014Y-07	0010	<u>o</u> Cu	istomer Evidence:				8/14/2014	LATE	LATE	
	SSW FR2014Z-07	0010	0					8/15/2014	LATE	LATE	
	SSW FR2014Z1-07	0010	0		Cancel	Save		8/15/2014	LATE	LATE	
	<u>SSW20140915-TST-</u>	. <u>00010</u>	00001	REUPEN	2014-08	01D-R2014/2	08/30/2014	07/01/2014	VERY EARLY	VERY EARLY	
	<u>SSW20140917-TST-</u>	. <u>00010</u>	00001	REOPEN	2014-09	OTD-R2014/2	09/09/2014	07/01/2014	VERY EARLY	VERY EARLY	~
	SSW20140917-TST	. <u>00010</u>	00001	٠ III							Þ
E	Back Send E-Mail Down	load - Accept	t Reject	Reopen							
2	02 entries: Select all	Matches on P	age S	elect all Matches Cle	ear Selection	Entries pe	rpage 100 🗸		Previous Page	1 of 3 <u>Next</u>	ast

Press 'Save'

• The system changes the status

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		D KPI Resu								
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	P0 🔺	PO Line	PO	Overall Collab Status	Scored For KPI Calculation	Supplier (Customer Colla	KPI Horizon	Cust
	<u>SSW20140820-TST-</u>	00070	<u>00001</u>	CLOSED	No	REJECTE		REJECTED	2014-06	<u>OTE</u>
	<u>SSW20140820-TST-</u>	00080	<u>00001</u>	CLOSED	Yes	ACCEPTE		ACCEPTED	2014-06	OTE
	<u>SSW20140820-TST-</u>	00090	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	OTE
1	<u>SSW20140820-TST-</u>	<u>00010</u>	<u>00001</u>	CLOSED	Yes	ACCEPTE		ACCEPTED	2014-07	OTE
1	<u>SSW20140820-TST-</u>	00020	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-07	<u>OTE</u>
1	<u>SSW20140820-TST-</u>	00030	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	<u>ote</u>
	SSW20140820-TST	00060	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	<u>ote</u>
1	SSW20140820-TST	00070	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	<u>ote</u>
1	<u>SSW20140820-TST-</u>	00080	<u>00001</u>	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	<u>OTE</u>
1	<u>SSW20140820-TST-</u>	00090	00001	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	<u>OTE</u>
1	<u>SSW20140820-TST-</u>	00010	00001	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-07	OTE
1	<u>SSW20140820-TST-</u>	00030	00001	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	OTE
3	<u>SSW20140820-TST-</u>	00040	00001	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-07	OTE
]	SSW20140820-TST	00060	00001	CLOSED	Yes	ACCEPTE	D	ACCEPTED	2014-06	OTE
	SSW20140820-TST	00070	00001		M	ACOUNT	-	ACCEPTED	0044.00	

- 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:

	earch Reset	✓ equal to		YES	*	Add line Delete lin	<u>9</u>	My search Supplyon	profiles Def. Search 🗸	Manage •
0	TD Collaboration)TD KPI Resu	ilts							
FI	R2014-OTD	✓ Manage	•							Reset all Fil
j	PO 🔺	PO Line	PO	Overall Collab Status	KPI Horizon	Cust. Mat. No.	Last Agreed Req	Goods Arrival Date	Initial Grading	Grading acc. Co
	FR2014-OTD-02	0010	001	CLOSED	2014-09	FR-2014-02	09/08/2014	09/10/2014	LATE	ON TIME
	FR2014-OTD-04	0010	001	REOPEN	2014-09	FR-2014-04	09/21/2014	09/10/2014	EARLY	EARLY
	FR2014-OTD-05	0010	001	CLOSED	2014-10	FR-2014-05	10/02/2014	09/10/2014	VERY EARLY	VERY EARLY
	FR2014-OTD-06	0010	001	CLOSED	2014-09	FR-2014-06	09/02/2014	09/10/2014	VERY LATE	VERY LATE
	FR2014-OTD-07	0010	001	CLOSED	2014-09	FR-2014-07	09/07/2014	09/10/2014	LATE	LATE
	FR2014-OTD-09	0010	001	OPEN	2014-08	FR-2014-09	08/04/2014	08/06/2014	LATE	LATE
	FR2014-OTD-11	0010	001	OPEN	2014-09	FR-2014-11	09/07/2014	09/10/2014	LATE	LATE
	SSW FR2014Y-07	0010	001	REOPEN	2014-08	FR-2014-07	08/11/2014	08/14/2014	LATE	LATE
	SSW FR2014Z-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE	LATE
	SSW FR2014Z1-07	0010	001	CLOSED	2014-08	FR-2014-07	08/11/2014	08/15/2014	LATE	LATE
	SSW20140915-TST	00010	00001	REOPEN	2014-08	OTD-R2014/2	08/30/2014	07/01/2014	VERY EARLY	VERY EARLY
	SSW20140917-TST	00010	00001	REOPEN	2014-09	OTD-R2014/2	09/09/2014	07/01/2014	VERY EARLY	VERY EARLY

- 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:



1	Advanced Search	ual to	YES	Add line Delete	ine My search profiles Supplyon Def. Search	▼ Manage▼	
C	TD Collaboration OTD KP	I Results					
\$	SupplyOn Def. View 💌 🕨	lanage 🗸				Reset all F	ilters
	PO	PO Line	PO Schedule Line	Overall Collab Status	Supplier Collab Timestamp	Supplier Cause	Su
	TST-8656 MHR2	00010	00001	CLOSED	11.09.2014	Forwarder	Fo
	TST-8658 MHR3	00010	00001	CLOSED	19.08.2014	Customer Design	wc
	TST-8662 MHR2	00010	00001	CLOSED	11.09.2014	Customer ERP/MRP	Си
	TST-8706 MHR1	00010	00001	CLOSED	11.09.2014	Force majeure	Str
	TST-8707 MHR1	00010	00001	CLOSED			
	TST-8708 MHR1	00010	<u>00001</u>	CLOSED			
	SSW20140820-TST-8782	00010	<u>00001</u>	CLOSED			
	SSW20140820-TST-8782	00020	00001	CLOSED			
	SSW20140820-TST-8782	00030	00001	CLOSED			
	SSW20140820-TST-8782	00060	00001	CLOSED			
	SSW20140820-TST-8782	00070	00001	CLOSED	02.09.2014	Customer supplie	NC
	SSW20140820-TST-8782	00080	<u>00001</u>	REOPEN			
	SSW20140820-TST-8782	00090	<u>00001</u>	CLOSED			
	SSW20140820-TST-8782-1	00010	<u>00001</u>	CLOSED			
	SSW20140820-TST-8782-1	00020	00001		01 00 2014	Documentation	•

• 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.

Active Search Reset	✓ equal to		YES	✓ Add line	e <u>Delete line</u>	My search profiles Supplyon Def. Search	▼ Manage▼
OTD Collaboration	OTD KPI Res	ults					
SupplyOn Def. View	✓ Manag	e •					Reset all Filt
PO	P	O Line	PO Schedule Line	KPI Horizon	ERP Plant	Supp. Mat. No.	Last Agreed Requested of
TST-8656 MHR2	<u>00</u>	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	19.08.2014
TST-8658 MHR3	<u>00</u>	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	19.08.2014
] <u>TST-8662 MHR2</u>	00	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	20.08.2014
] <u>TST-8706 MHR1</u>	00	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
TST-8707 MHR1	00	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
] TST-8708 MHR1	00	0010	00001	2014-08	TOF	K-N08-PG-L57281571-00-000	10.08.2014
SSW20140820-TS	T-8782 00	0010	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
SSW20140820-TS	T-8782 00	0020	00001	2014-07	TOF	K-N08-PG-L57281571-00-000	20.07.2014
SSW20140820-TS	T-8782 00	0030	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
SSW20140820-TS	T-8782 00	0060	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	28.06.2014
SSW20140820-TS	T-8782 00	0070	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	01.06.2014
SSW20140820-	CSV		<u>00001</u>	2014-06	TOF	K-N08-PG-L57281571-00-000	24.06.2014
SSW20140820-		(via) 3	00001	2014-06	TOF	K-N08-PG-L57281571-00-000	24.06.2014
SSW20140820-	Full download	(xis)	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:



<u>My SupplyOn > My Workspace > KPI</u>

Contact | Help for this page | Print

Active 👻 eq	ual to	✓ YES	✓ Add line Delete line	My search profiles		
Search Reset				Supplyon Def. Search	✓ Manage ▼	
OTD Collaboration OTD KF	'I Results					
SupplyOn Def. View 💌 🕴	lanage -				Reset all F	ilters
PO	PO Line	PO Schedule Line	Overall Collab Status	Supplier Collab Timestamp	Supplier Cause	Su
] TST-8656 MHR2	00010	00001	CLOSED	11.09.2014	Forwarder	Fo
TST-8658 MHR3	<u>00010</u>	<u>00001</u>	CLOSED	19.08.2014	Customer Design	wc
TST-8662 MHR2	00010	<u>00001</u>	CLOSED	11.09.2014	Customer ERP/MRP	Сυ
TST-8706 MHR1	00010	00001	CLOSED	11.09.2014	Force majeure	Str
TST-8707 MHR1	<u>00010</u>	00001	CLOSED			
TST-8708 MHR1	00010	<u>00001</u>	CLOSED			
SSW20140820-TST-8782	00010	<u>00001</u>	CLOSED			
SSW20140820-TST-8782	00020	00001	CLOSED			
SSW20140820-TST-8782	00030	00001	CLOSED			
SSW20140820-TST-8782	00060	00001	CLOSED			
SSW20140820-TST-8782	00070	00001	CLOSED	02.09.2014	Customer supplie	NC
SSW20140820-TST-8782	00080	00001	REOPEN			
SSW20140820-TST-8782	00090	00001	CLOSED			
SSW20140820-TST-8782-1	00010	00001	CLOSED			
SSW20140820-TST-8782-1	00020	00001		01 00 2014	Documentation	Þ

• Select the filter Overall Collab Status in the advanced search

• Select as search criteria 'NEW'

<u>My SupplyOn</u> > <u>My Workspace</u> > KPI		Contact Help for this page Print
Active filter: Supplyon Default Quick Search Advanced Search		Hide Search Area
Overall Collab Status V equal to V NEW	✓ Add line Delete line	My search profiles Supplyon Def. Search V Manage •

• Name this search profile in 'My search profiles' 'OTD_NEW'

Click on 'Create NEW'

My SupplyOn > My Workspace > K	Ы				Contact Help for this page Prir
Active filter: Supplyon Default Quick Search Advanced Search					Hide Search Area
Overall Collab Status 💌 ec Search Reset	qual to	▼ NEW	Add line Delete line	My search profiles OTD_NEW	▼ Manage▼ Create new
	PI Results Manage ▼	PO Schedule Line	Overall Collab Status Sur	nlier Collab Timestamr	Update Delete Set as/reset to default



- 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:

	pplyon Default dvanced Search								Hide Search Area	
Overall Colla Search Rese		to 💌	NEW	✓ Add lin	ne <u>Delete line</u>	My sear	ch profiles EW	▼ Mana	je▼	
OTD Collabor										
SupplyOn Det	f. View 👻 Man	lage ▼							Reset all Filte	ars
ERP Plant	Supp. No.	Customer Grou	Ip KPI Horizon	% OTD	% OTD	% EARLY	% OTD	% Colla	% Reje	
] TOF	600251	AIRB	2014-08		5,56	40,28	8,84	16,67	12,50)
]		AIRB	2014-08		5,19	37,66	8,60	16,67	12,50)
] FAL	600251	AIRB	2014-08							
] TOF		AIRB	2014-08		5,56	40,28	8,84	16,67	12,50)
]		AIRB	2014-08		5,19	37,66	8,60	16,67	12,50)
] FAL		AIRB	2014-08							
] TOF	600251	AIRB	2014-08							
] FAL	600251	AIRB	2014-08							
]		AIRB	2014-07	3,77	3,77	37,74	11,01	5,00		
] FAL		AIRB	2014-07							
] TOF	600251	AIRB	2014-07							
] TOF		AIRB	2014-07	3,77	3,77	37,74	11,01	5,00		
] FAL	600251	AIRB	2014-07							
										Þ

Use the OTD KPI Horizon to see only OTD KPIs for a certain period:



	ive filter: Supplyon I ck Search Advanced							Hide Search Area
Search Reset			Ē	Add line Delete line My searc			✓ Manage ▼	
0	TD Collaboration	OTD KPI Resu	Its					
F	R 2014 - OTD	✓ Manage.						Reset all Filter
	Cust. Org.	ERP Plant 🔺	Supplier Site	Supplier. Org.	Supplier Group Name	Supp. No.	KPI Horizon	✓ % OTD % OTE
	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste	600251	2014-08	AZ Sort Ascending
3	AFR	FAL	PD_RUAG G	RUAG_DE	PD_Ruag Components AG	073109	2014-08	Z ↓ Sort Descending
	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste	600251	2014-08	0.1.1
	AFR	FAL		GOODR	PD_Goodrich Actuation Syste		2014-08	G Lock
	AFR	FAL		RUAG_DE	PD_Ruag Components AG		2014-08	Junlock
	AFR	FAL	PD_RUAG D	RUAG_CH	PD_Ruag Components AG	081521	2014-07	Columns 🕨
	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste	600251	2014-08	Filters
	AFR	FAL		RUAG_CH	PD_Ruag Components AG		2014-07	
	AFR	FAL		GOODR	PD_Goodrich Actuation Syste		2014-06	
1	AFR	FAL		RUAG_CH	PD_Ruag Components AG		2014-05	
	AFR	FAL		GOODR	PD_Goodrich Actuation Syste		2014-04	
	AFR	FAL	PD_RUAG D	RUAG_CH	PD_Ruag Components AG	081521	2014-03	
	AFR	FAL	PD_Goodrich V	GOODR	PD_Goodrich Actuation Syste	600251	2014-02	
	AFR	FAL		GOODR	PD_Goodrich Actuation Syste		2014-01	
	AFR	FAL		RUAG_DE	PD_Ruag Components AG		2013-12	
1	•		III				2013-11	۱. F
Ba	ack Download - Se	end Email					2013-10	